**Title of Course**

EGN 6666 Section 1234

***Class Periods:*** Days of week, period, and corresponding time of day

***Location:*** Classroom location

***Academic Term:*** Fall 2016

***Instructor:***

Name

Email Address

Office Phone Number

Office Hours: Days of week, hours available, office location

***Teaching Assistants:***

Please contact through the Canvas website

* Name of TA, email address, office location, office hours
* Name of TA, email address, office location, office hours

***Course Description***

Catalog descriptions including credit hours – need to match exactly the UCC Form/catalog

***Course Pre-Requisites / Co-Requisites***

Be specific and indicate if equivalent courses or instructor permission is relevant. This must match the catalog for approved courses

***Course Objectives***

Clearly state the learning objectives of the course, and how those objectives will be accomplished (give a list of specific actions or course elements).

***Materials and Supply Fees***

List if applicable

***Required Textbooks and Software***

* Title
* Author
* Publication date and edition
* ISBN number

(if course notes derived from various published sources are used, provide information above for each source)

(if course notes are developed by the instructor, so state)

***Recommended Materials***

* Title
* Author
* Publication date and edition
* ISBN number

***Course Schedule***

Week 1: Topic / Lecturer / Corresponding Book Chapters / Quizzes / Exams

Week 2: Topic / Lecturer / Corresponding Book Chapters / Quizzes / Exams

Week 3: Topic / Lecturer / Corresponding Book Chapters / Quizzes / Exams

…

Week 16: Topic / Lecturer / Corresponding Book Chapters / Quizzes / Exams

***Attendance Policy, Class Expectations, and Make-Up Policy***

State whether attendance is required and if so, how will it be monitored? What are the penalties for absence, tardiness, cell phone policy, laptop policy, etc. What are the arrangements for missed homework, missed quizzes, and missed exams? This statement is required: Excused absences must be consistent with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation.

***Evaluation of Grades***

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Total Points** | **Percentage of Final Grade** |
| Homework Sets (10) | 100 each | 15% |
| Quizzes (4) | 100 each | 15% |
| Midterm Exam | 100 | 30% |
| Final Exam | 100 | 30% |
| Review Paper | 100 | 10% |
|  |  | 100% |

***Grading Policy***

The following is given as an example only.

|  |  |  |
| --- | --- | --- |
| **Percent**  | **Grade**  | **Grade Points**  |
| 90.0 - 100.0  | A  | 4.00  |
| 87.0 - 89.9  | A-  | 3.67  |
| 84.0 - 86.9  | B+  | 3.33  |
| 81.0 – 83.9  | B  | 3.00  |
| 78.0 - 80.9  | B-  | 2.67  |
| 75.0 - 79.9  | C+  | 2.33  |
| 72.0 – 74.9  | C  | 2.00  |
| 69.0 - 71.9  | C-  | 1.67  |
| 66.0 - 68.9  | D+  | 1.33  |
| 63.0 - 65.9  | D  | 1.00  |
| 60.0 - 62.9  | D-  | 0.67  |
| 0 - 59.9  | E  | 0.00  |

More information on UF grading policy may be found at: <http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades>

***Students Requiring Accommodations***

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, https://www.dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

***Course Evaluation***

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu/evals>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

***University Honesty Policy***

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

***Software Use***

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

***Student Privacy***

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

***Campus Resources:***

*Health and Wellness*

**U Matter, We Care:**

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department**at392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

*Academic Resources*

**E-learning technical suppor***t*, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

**Library Support**, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center**, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <https://teachingcenter.ufl.edu/>.

**Writing Studio, 302 Tigert Hall***,* 846-1138. Help brainstorming, formatting, and writing papers. <https://writing.ufl.edu/writing-studio/>.

**Student Complaints Campus***:* <https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf>.

**On-Line Students Complaints***:* <http://www.distance.ufl.edu/student-complaint-process>.