## Syllabus Semester/Year

### Instructor Contact

|  |  |
| --- | --- |
| **Instructor** | Name |
| **Office** | Office Number |
| **Office Hours** | Office Hours |
| **Phone** | Phone Number |
| **E-mail** | Your Email |

### Course Information

|  |  |
| --- | --- |
| **Course Name** | Course Name |
| **Course ID & Section** | Course ID & Section |
| **Credit Hours** | Credit Hours |
| **Semester/Year** | Semester / Year |
| **Location** | Meeting day, time and location |

### Course Description

Include **catalog description** and **prerequisites**

### Course Objectives

* Objective One
* Objective Two
* Objective Three

### Required Text

* Required Text One
* Required Text Two
* Required Text Three

### Supplemental Texts

* Text one...
* Text two...
* Text three...

### Course Requirements

Add your course requirements here.

### Missed Assignments/Make-Ups/Extra Credit

Add your due date policies here.

### Evaluation and Grading

Add your evaluation and grading policies here. You may also choose to keep a table below that best fits your grading scale.

|  |  |
| --- | --- |
| **Letter Grade** | **Points** |
| A | 93 – 100 points |
| A- | 90 – 92 points |
| B+ | 87 – 89 points |
| B | 83 – 86 points |
| B- | 80 – 82 points |
| C+ | 77 – 79 points |
| C | 73 – 76 points |
| C- | 70 – 72 points |
| D+ | 67 – 69 points |
| D | 63 – 66 points |
| D- | 60 – 62 points |
| F | 59 and below |

|  |  |
| --- | --- |
| **Letter Grade** | **Points** |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 59 or below |

|  |  |
| --- | --- |
| **Assignment** | **Percentage of Grade** |
| Assignment 1 | 0% |
| Assignment 2 | 0% |
| Assignment 3 | 0% |
| Assignment 4 | 0% |
| Total | 100% |

### Attendance Policy

Add your attendance policies here.

### Academic Honesty

Plagiarism and Cheating of any kind on an examination, quiz, or assignment will result at least in an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate referral to the Office of Student Conduct for further action. See the [UCF Golden Rule](http://www.goldenrule.sdes.ucf.edu) for further information. I will assume for this course that you will adhere to the academic creed of this University and will maintain the highest standards of academic integrity. In other words, don't cheat by giving answers to others or taking them from anyone else. I will also adhere to the highest standards of academic integrity, so please do not ask me to change (or expect me to change) your grade illegitimately or to bend or break rules for one person that will not apply to everyone.

### Disability Statement

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with [Student Disability Services](http://www.sds.ucf.edu/), Ferrell Commons, 7F, Room 185, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

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### Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.