# UNT Syllabus Development Tool

The University of North Texas community values student success and vitality. This syllabus development tool is provided as a model for how faculty can present students with standards and procedures while also encouraging them to access helpful resources that can lead to learning and engagement. Throughout the development tool and in this [exemplar (PDF)](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:4ed0a0b2-e965-3257-92a4-0e14bb2d89c4) (<https://tinyurl.com/273hasm2>), faculty can see examples of growth mindset language that they can edit for use in their own syllabi.

Instructors can find the list of required syllabi elements in the [UNT Course Syllabi Requirements Policy](https://policy.unt.edu/policy/06-049) (<https://policy.unt.edu/policy/06-049>). Although required elements are identified throughout the UNT Syllabus Tool, we encourage you to read the policy in its entirety to stay up to date on university and legislative syllabi requirements.

# Course Title/Number/Section

You **must** include the title and section number of the course.

## Instructor Information

You **must** include your name, office number, office telephone number (if applicable), and email address. You could also include your values, educational background, interests, and/or any other information about you and/or your instructional team that might foster growth mindset and belonging.

## Course Description, Structure, and Objectives

In this part of the syllabus, add the description from the university catalog. Describe the course format and content delivery (course modality, length of semester, number of modules, etc.). Faculty **must** include learning objectives per policy 06.049.

For online courses, you **must** include F-1 Visa regulations:

Federal regulations state that students may apply only 3 fully-online semester credit hours (SCH) to the hours required for full-time status for [F-1 Visa (PDF)](https://clear.unt.edu/sites/default/files/uploads/page-assets/Online/clear_f1_online_student_procedures_rev2018_10_08.doc) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students.

For lab courses, you **must** include safety procedures and guidelines:

While working in laboratory sessions, students enrolled in [insert class name] are required to follow proper safety procedures and guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

## How to Succeed in this Course

Share your availability with students and communication preferences in a way that reveals the value of connecting outside of class and normalizes success through goals and challenges. You **must** include your office hours, and you might also share what success means to you or include common feedback you receive from students when they utilize office hours and/or other academic success resources.

You **must** include the ADA accommodation statement:

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>). You may also contact ODA by phone at (940) 565-4323.

### Example language for a syllabus on communication practices

Faculty members could describe this content by stating:

*Connect with me through email and/or by attending office hours. During busy times, my inbox becomes rather full, so if you contact me and do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated.*

or

*Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Come visit me! I encourage you to connect with me and/or my TA for support. Additional office hours, in person and virtually, will be offered as the semester concludes. Your success is our goal.*

### Example language for a syllabus on academic success resources

Faculty members could describe this content by stating:

*UNT strives to offer you a high-quality education and a supportive environment, so you learn and grow. As a faculty member, I am committed to helping you be successful as a student. To learn more about campus resources and information on how you can be successful at UNT, go to*[*unt.edu/success*](https://www.unt.edu/success/) *and explore* [*unt.edu/wellness*](https://wellness.unt.edu/)*. To get all your enrollment and student financial-related questions answered, go to*[*scrappysays.unt.edu*](http://scrappysays.unt.edu/)*.*

## Supporting Your Success and Creating an Inclusive Learning Environment

Communicate your commitment to the importance/value of an inclusive learning environment. What barriers to student success would you like to prevent by working collectively to develop community norms within the course?

### Example language for a syllabus about inclusion

Faculty members could describe this content by stating:

*I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and belonging. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.*

or

*Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom’s habits of engagement and I also encourage you to review UNT’s student code of conduct so that we can all start with the same baseline civility understanding* ([Code of Student Conduct](https://policy.unt.edu/policy/07-012)) (<https://policy.unt.edu/policy/07-012>).

## Required/Recommended Materials

In this part of the syllabus, you **must** list required and/or recommended textbooks, workbooks, and other materials. Insert full bibliographic entry for each textbook required for the course. Use the citation style appropriate to your department. Use the format you require of students.

* Textbook information (title, author, date and edition, publisher, cost, where available)
  + If you provide an image of the textbook(s), make sure the images include alt-tags.
* Supplementary materials and/or readings (including whether they are required or recommended)
* Technology requirements for courses with digital materials:

Class Materials for Digital Learning language **must** include the following: This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and [faculty member to include other required equipment or software such as a webcam, microphone, Adobe Photoshop, etc.]. If circumstances change, you will be informed of other technical needs to access course content.  Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (<https://online.unt.edu/learn>).

## Course Requirements/Schedule

Faculty **must** provide a general description of the subject matter of each lecture or discussion andlist required assignments and graded activities. Best practice is to clearly indicate both points and percentages if you are using both in the course. Add calendar dates for course deadlines or refer students to the [**Course Summary**](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Syllabus-as-an-instructor/ta-p/638) in Canvas (<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Syllabus-as-an-instructor/ta-p/638>). You **must** include the date, time, and place of the final examination.

If you are not utilizing the summary in Canvas, here is an example of a table you might create:

| ***Date*** | ***Topic*** | ***Assignment*** | ***Points Possible*** | ***% of Final Grade*** |
| --- | --- | --- | --- | --- |
| *09/09* | *Syllabus* | *Quiz* | *30 points* | *10%* |
| *09/23* | *Leading Learning* | *Quiz* | *40 points* | *13%* |
| *10/14* | *Human Capital* | *Presentation (video)* | *30 points* | *10%* |
| *10/28* | *TExES Responses* | *Quiz* | *25 points* | *8%* |
| *11/04* | *PASL Course* | *Written Assignment* | *35 points* | *12%* |
| *11/18* | *Problem Solving* | *Field Assignment* | *50 points* | *17%* |
| *12/02* | *Best Practices* | *Presentation* | *20 points* | *7%* |
| *12/14* | *Final Exam*  *10:30 am-12:30 pm*  *Wooten 110* |  | *70 points* | *23%* |

You **must** note that students will be notified by Eagle Alert if there is a campus closing that will impact a class and describe that the calendar is subject to change, citing the [Emergency Notifications and Procedures Policy](https://policy.unt.edu/policy/06-049) (<https://policy.unt.edu/policy/06-049>).

## Assessing Your Work

In this part of the syllabus, you **must** outline your grading policies and cite the [Academic Integrity Policy (PDF)](https://policy.unt.edu/policy/06-049) (<https://policy.unt.edu/policy/06-049>). Include the grading scale (A-F) along with the point totals and/or percentages you will use to calculate the final grade. Include a list that details the point/percentage values for each assignment/type of assignment. You might also include grading criteria that describe the quality of work that constitutes and A, B, C, etc. Lastly, it is best practice to provide your policy on late work here as well as details regarding the presence or lack of extra credit opportunities.

A numeric example of a grading scale might be:

A = 270-300

B = 240-269

C = 210-239

D = 180-209

F = 0-179

In addition to standards for success in courses, there are UNT policies and procedures that you may list or link to in your syllabus. You can access these policies on the [Student Support Services & Policies](https://clear.unt.edu/student-support-services-policies) page (https://clear.unt.edu/student-support-services-policies). To encourage students to read and absorb these important processes, you can use a syllabus quiz to check for understanding. A 10-question quiz about current institutional policies and resources is available in Canvas Commons. To access and upload the quiz to your course, follow the [Syllabus Quiz Access](https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:58ff8b2b-e3e5-47c1-a6a7-d3d35bdb82a9) directions (<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:58ff8b2b-e3e5-47c1-a6a7-d3d35bdb82a9>).

### Example language for a syllabus about policies

Faculty members could describe this content by stating:

*Grades are based on mastery of the content. As a rule, I do not grade on a “curve” because that is a comparison of your outcomes to others. I do, however, encourage you to find opportunities to learn with and through others. Explore* [*Navigate’s Study Buddy*](https://navigate.unt.edu/) *(*[*https://navigate.unt.edu*](https://navigate.unt.edu)*) tool to join study groups. Maximize your learning with our coaching staff at the Learning Center. Focus on areas where you are struggling in this course by attending scheduled study group sessions with me the week before each exam. Forward together!*

or

*Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people’s work without citations will be violating UNT’s Academic Integrity Policy. Please read and follow this important set of* [*guidelines for your academic success*](https://policy.unt.edu/policy/06-003) *(*[*https://policy.unt.edu/policy/06-003*](https://policy.unt.edu/policy/06-003)*). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.*

or

*Honor Code: “I commit myself to honor, integrity, and responsibility as a student representing the University of North Texas community. I understand and pledge to uphold academic integrity as set forth by* [*UNT Student Academic Integrity Policy, 06.003*](https://policy.unt.edu/policy/06-003) *(*[*https://policy.unt.edu/policy/06-003*](https://policy.unt.edu/policy/06-003)*). I affirm that the work I submit will always be my own, and the support I provide and receive will always be honorable.”*

## Attendance and Participation

You **must** include attendance expectations and consequences for your course.

### Example language for a syllabus on attendance

Faculty members could describe this content by stating:

*Research has shown that students who attend class are more likely to be successful. You should attend every class unless you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the* [S](https://policy.unt.edu/policy/06-039)*[tudent Attendance and Authorized Absences Policy (PDF)](https://policy.unt.edu/policy/06-039) (*[*https://policy.unt.edu/policy/06-039*](https://policy.unt.edu/policy/06-039)*). If you cannot attend a class due to an emergency, please let me know. Your safety and well-being are important to me.*

or

*I have great respect for students who are balancing the demands of their coursework with the responsibilities of caring for family members. If you run into challenges that require you to miss a class, please contact me or my TA. There may be some flexibility we can offer to support your academic success.*

or

*Because we only meet once a week, every class meeting is essential to your success. To encourage your attendance, punctuality, and learning, I will provide pop quizzes of the previous week’s material at the beginning of class. Plan to arrive on time because you must be present when class begins to take the quiz.*

or

*Being punctual indicates our respect for others. Please arrive before class begins to find a seat, prepare your materials, and connect with your peers. The beginning of class is especially critical—just like the beginning of a movie or book. Being late to class is sometimes inevitable. If you are late, know that you are welcome to join the class, but please do so without distracting others. More than two instances of tardiness will result in an absence from class.*

or

*Because this course involves collaboration, participation is essential to learning. Our project-based activities require you to be actively engaged in discussions and group work. I understand tardiness and absences may occur. If you are late to class, please drop me an email to let me know the circumstances. If you must miss class, please let me know prior to your absence.*