

**College of Agriculture and Life Sciences-**  
THE UNIVERSITY OF ARIZONA

**SUGGESTED COURSE SYLLABUS CONTENT AND FORMAT**

rev. December 2, 2008

**Course Title and Number**

**Description of Course**

Short and concise, giving enough detail to be useful

**Locations and Times**

Location and time classes will be held, by section- where applicable

**Instructor Information**

Name

Office Location

Telephone number

E-mail address

Office Hours/"Open Door Policy"

Teaching assistants (if applicable)

Web information including course homepage and instructor homepage

**Course Objectives and Expected Learning Outcomes**

What does the instructor/department expect the student to accomplish?

Relate to description

Lead to class topics

State intended learner outcomes in measurable terms

**Topics**

Divide course into logical units

Flow from objectives

Flow from logical sequence

**Course Methodology**

What methodologies will be used?

**Teaching Format**

Lecture only, lecture and lab combination, studio, online, etc.

**Required Texts**

List both required and recommended texts, books, articles, etc.

Delineate required versus optional

Availability: Purchased, library reserve or class handouts

**Required or Special Materials**

Special tools or supplies needed: graphing calculator, zip disks, drafting tools

**Required/Recommended Knowledge**

Basic/advanced knowledge or skills recommended for successful completion of the course.

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**Grading Policy**

How many points assigned to each activity including relative percentage in relation to final grade, or  
Grading scale including what points constitute what letter grade, or  
Clarification of grade distributions for undergraduate and graduate  
Co-convened courses/graduate level requirements should be clearly described  
Components /assignments  
Weightings  
Evaluation criteria  
Late work policy  
Incomplete work policy  
Academic integrity/responsibilities

**If the course is a 400/500:** include a grading scale as per above that is specific to graduate students. Also, include a description of how the experiences of undergraduate and graduate students will be differentiated in addition to information on how this requirement/experience figures in the grading scheme.

**Attendance Policy**

Clear and understandable policy concerning the effect of attendance on grades.  
All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion. Absences pre-approved by the UA Dean of Students (or Dean designee) will be honored.

**Assignment/Testing Schedule/Due Dates**

Number of required exams and papers with description  
Readings  
Written assignments  
Required extracurricular activities

**Assignment Format**

Standards and/or guidelines required for submissions including format, materials etc.

**Bibliography**

Current research and/or writings  
Access and availability

**Classroom Behavior**

Policy regarding use of cell phones/pagers  
The Arizona Board of Regents' Student Code of Conduct  
<http://dos.web.arizona.edu/uapolicies/scc5308abcd.html#sccphilosophy> , ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. See: <http://policy.web.arizona.edu/~policy/threaten.shtml>.

**Notification of Objectionable Materials (if applicable)**

Warning of course content that may be deemed offensive by some students

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**Special Needs and Accommodations Statement**

Students who need special accommodation or services should contact the Disability Resources Center, 1224 East Lowell Street, Tucson, AZ 85721, (520) 621-3268, FAX (520) 621-9423, email: uadrc@email.arizona.edu, <http://drc.arizona.edu/>. You must register and request that the Center or DRC send me official notification of your accommodations needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate. *The need for accommodations must be documented by the appropriate office.*

**Student Code of Academic Integrity**

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: <http://dos.web.arizona.edu/uapolicies/>.

**Confidentiality of Student Records**

<http://www.registrar.arizona.edu/ferpa/default.htm>

**Subject to Change Statement**

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

Maintained by College of Agriculture and Life Sciences, Office of Academic Programs, Forbes room 201, 621-3613.