

## **COURSE SYLLABI FORMAT**

Students in all courses should receive a course syllabus at the beginning of the term which includes the following items organized in a format judged most appropriate by the instructor unless specified by an accrediting agency or academic unit.

The University of Tennessee at Martin  
Department of [Name]  
[Semester Offered, Year]

### **BASIC INFORMATION**

Subject, Course Number, Section Number

Course Title

Credit and Contact Hours

Course Prerequisites and/or Co-requisites

Instructor's Name

Instructor's Office Address, E-mail Address, Office Hours, and Office Phone Number

Textbooks and Other Required Materials

List pertinent information and identify location for any items on reserve

### **COURSE PURPOSE, GOALS, AND OBJECTIVES**

Course Description

General Course Objectives

Identify student outcomes

Include relationship to General Education and/or Major Field Goals , if applicable

Outline of Course Content or Topics

If detailed, could be on separate page(s)

### **COURSE REQUIREMENTS/EXPECTATIONS**

Grading Procedures

Identify number of quizzes, tests, papers; the weighting of each; and the amount of homework, etc.

Class Policies

Provide explicit statements on such things as class attendance, makeup exams, academic honesty, use of electronic devices, etc.

Critical Events

Identify critical events such as examinations, projects, and any other special activities for field trips, special speakers, etc.

### **DISABILITY STATEMENT**

Any student eligible for and requesting reasonable accommodations due to a disability is required to provide a letter of accommodation from the Student Success Center within the first two weeks of the semester.