



## Syllabus Components

\*Academic units may have additional course syllabus requirements – e.g., specific professional accreditation requirements. It is the obligation of each instructor to consult with the respective department/division/program chair/ director and/or dean’s office designee regarding additional required syllabus components and/or wording.

### Information required for course syllabi and preferred order:

*Please include the UMKC Syllabus Components to provide students with detailed information and helpful links - instructors may format the syllabus as it best suits the course.*

### Instructor Information

- Department
- Name
- Contact Information to include university email address, university telephone number & preferred contact method
- Class Meeting Time/Place
- Semester Offered
- Instructor Office Hours and Office Location (*with information about the process for establishing appointments with the instructor outside the established office hours*) Undergraduate Instructors: Consider setting up UMKC Connect Office hours that allow students to schedule appointments with you. Contact [umkcucollege@umkc.edu](mailto:umkcucollege@umkc.edu) for assistance.

**Catalog Information** (*provide information for each component as it is listed in the current UMKC Catalog:* UMKC Catalog [www.umkc.edu/catalog](http://www.umkc.edu/catalog) Pathway Login <http://pathway.umkc.edu>

- Subject/Curricular Designation
- Catalog Number
- Course Title
- Course Description from the UMKC Catalog
- Credit Hours (*if variable, explain rationale for min/max amount of work related*)
- Prerequisites/Co-Requisites
- Restrictions/Exclusions (*i.e., nursing students only*)
- Course Attributes (*Based on identification found in Pathway, i.e., online certified; general education; undergraduate research*)
- Course Format (*Based on identification found in Pathways: Lecture; Lab; Recitation/Seminar/Discussion; Independent Study; Field Study; Studio; Internship; Practicum; Clinical*)
- Course Instructional Mode (*Based on identification found in Pathway: P (classroom based); B (blended class instruction); OS (on-line synchronous); OA (on-line asynchronous); VI (video); see Definitions at <http://info.umkc.edu/online/online-definition/>*)

### Course Information

- Required and Recommended Materials (*Note where materials may be accessed or purchased.*)
- Evaluation and Grading Criteria (*Grading scale including how points are earned and how letter grades are assigned.*)
- Schedule of Course Topics Covered, Assignments, Requirements, and Assignment Deadlines (*Include all class meeting times and final exam in schedule. Instructor Note:*

<http://www.umkc.edu/provost/policy-library/documents/FinalExamPolicy.pdf>; Course assignments may be linked to course student learning outcomes.)

- Student Learning Outcomes (Resources to design measurable course-level SLOs are available at <http://www.umkc.edu/assessment/> and by contacting Dr. Ruth Cain, UMKC Director for Assessment at [cainre@umkc.edu](mailto:cainre@umkc.edu) or 816-235-6084.)
- Course Expectations, Course Policies, Requirements and Standards for Student Coursework and Student Behavior (Include course attendance policy, exam/make-up exam policy, Canvas/Blackboard use expectations, etc. Include specific statements about expected student behavior supportive of the student learning environment. Include specific statements about expected student behavior in relationship to student coursework – i.e., group projects, collaboration on outside of class assignments, etc.)

The following “Resources & Policy Statements” section is now available in the Learning Management System (Canvas/Blackboard). Suggested language to include in syllabi is as follows (***please note that you will need to select whether or not you allow recording as both policies are listed in the document***):

*Important UMKC Resources and Policies are applicable to every course and every student at UMKC. These are located in the Canvas/Blackboard site for this course by clicking the Help question mark on the left side of the screen, and then selecting ‘UMKC Resources and Policy Statements’. As a UMKC student, you are expected to review and abide by these policies. If you have any questions, please contact your instructor for clarification.*

*This course follows the “Faculty allowing recording” option of the Academic Inquiry, Course Discussion and Privacy policy. OR This course follows the “Faculty not allowing recording” option of the Academic Inquiry, Course Discussion and Privacy policy.*

## **UMKC Resources & Policy Statements**

**Academic Calendar:** Students are encouraged to review important add, drop or withdraw dates: <http://www.umkc.edu/registrar/acal.asp>

**Academic Honesty:** The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. Academic dishonesty, including cheating, plagiarism or sabotage, is adjudicated through the [University of Missouri Student Conduct Code](#) and [Rules of Procedures in Student Conduct Matters](#).

**Academic Inquiry, Course Discussion and Privacy:** (Choose one of the following to include in the syllabus-- Faculty allowing recording or Faculty not allowing recording.)

**Faculty allowing recording** - University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in [Section 200.015 of the Collected Rules and Regulations](#). In this class, students may make audio or video recordings of course activity unless specifically prohibited by the faculty member. However, the redistribution of any audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the faculty member and of any students who are recorded,

including those recordings prepared by an instructor. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

(OR)

**Faculty not allowing recording** - University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in [Section 200.015 of the Collected Rules and Regulations](#). In this class, students may not make any audio or video recordings of course activity (including those recordings prepared by an instructor), except students permitted to record as an accommodation under Section 240.040 of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

Those students who have written permission from the course instructor to record are not permitted to redistribute any audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded, including those recordings prepared by an instructor. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

**Attendance Policy:** Students are expected to attend and participate in classes. In order to comply with federal regulations associated with eligibility rules for federal financial aid, students not attending a course during the first three weeks of the term will be administratively dropped from the specific course. Advance notice of attendance policies of academic units and individual instructors should be given, and such notice should be in writing. Students should notify instructors of excused absences in advance, where possible. Students who have an excused absence are expected to make arrangements with instructors for alternative or make-up work. Such arrangements should be made in advance of the absence, where possible. Instructors should accommodate excused absences to the extent that an accommodation can be made that does not unreasonably interfere with the learning objectives of the course or unduly burden the instructor. Attendance policies shall be applied in a non-discriminatory manner. Enrollment as a student is required to attend any class unless otherwise pre-approved by the instructor. Instructors are responsible for verifying the class roster in Pathway throughout the term. <https://catalog.umkc.edu/undergraduate-academic-regulations-information/attendance-policy/>

**Campus Safety:** Inclement weather, mass notification, and emergency response guide:

<http://www.umkc.edu/umkcalert/>

**Counseling and Health Services Available at UMKC:** UMKC students may experience many challenges in their lives while attending college – stress, depression, suicidality, trauma, relationship issues, health concerns, etc. As your professor I care about your success and well-being, and want to make you aware of some helpful resources on campus. The UMKC Counseling Center ([www.umkc.edu/counselingcenter/](http://www.umkc.edu/counselingcenter/)), offers a wide range of supportive services to students. Appointments can be made by calling 816.235.1635. UMKC Student Health and Wellness (<http://info.umkc.edu/studenthealth/>), offers a full range of health care and promotion services. Appointments can be scheduled online or by calling 816.235.6133. The MindBody Connection ([www.umkc.edu/mindbody](http://www.umkc.edu/mindbody)) is located in the Atterbury Student Success Center in Room 112 and offers a variety of stress-reduction services.

**Disability Support Services:** To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Services for Students with Disabilities (OSSD) as soon as possible. To contact OSSD, call (816) 235-5696. Once verified, OSSD will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. For more information go to: <http://www.umkc.edu/disability/>

**English Proficiency Statement:** Students who encounter difficulty in their courses because of the English proficiency of their instructors should speak directly with their instructors. If additional assistance is needed, students may contact the UMKC Help Line at 816-235-2222 for assistance.

**Grade Appeal Policy:** Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

The [University grade appeal procedure](#) is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

- The assignment of a grade to a particular student on some basis other than the performance in the course;
- The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course; (Note: Additional or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400-level courses.)
- The assignment of a grade by a substantial departure from the instructor's previously announced standards.

**Discrimination Grievance Procedures for Students:** Discrimination Grievance Procedures for Students can be found here:

[http://www.umsystem.edu/ums/rules/collected\\_rules/grievance/ch390/grievance\\_390.010](http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010)

**Statement of Human Rights:** The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. Commitment to the policy is mentored by the [Office of Diversity and Inclusion](#), but it is the responsibility of the entire university community to provide equal opportunity through relevant practices, initiatives and programs.

**Title IX:** Under the University of Missouri's Title IX policy, discrimination, violence and harassment based on sex, gender, and gender identity are subject to the same kinds of accountability and support applied to offenses based on other protected characteristics such as race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, and veteran status. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting UMKC's Title IX Office webpage (<http://info.umkc.edu/title9/>) or contacting UMKC's Title IX Coordinator at 816.235.6910. You can file a complaint using UMKC's online discrimination complaint form, which is located at <http://info.umkc.edu/title9/reporting/report-online/>.

**UMKC Connect:** Important information is available to undergraduate students in UMKC Connect accessed through Canvas/Blackboard. Throughout the term, students may receive emails regarding course grades or academic performance. Students are expected to address information posted in a timely fashion. This information may be shared with the student's Success Network made up his or her academic advisor(s) and other campus resources so that UMKC may fully support the student's success.