**Syllabus Template Information**

UTA's Handbook of Operating Procedures ([AA-FP-PO-11](https://policy.uta.edu/doctract/documentportal/08D897ACC5F88EA1767E3D7458C86119)) calls for all faculty to make available online a syllabus (this can be a draft but needs to include materials cost and major assignments) of the course thirty days before the start of the semester and a final version by the first-day of classes. This policy supports Texas [HB 2504](https://capitol.texas.gov/tlodocs/81R/billtext/html/HB02504F.HTM) and [HB 1027](https://capitol.texas.gov/tlodocs/87R/billtext/html/HB01027F.HTM) which call for making this information available to the public, as well as the faculty member's CV through Digital Measures.

This template includes policy statements and other language that aligns with University/System-level, SACSCOC/accrediting body-level, and State/Federal-level guidelines on syllabus composition. See the Syllabus Requirements page for a full description of policies and laws related to course syllabi.

**How to use this document**

* This template is pre-formatted for accessibility. Use the pre-defined [Styles](https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109?ranMID=46107&ranEAID=wizKxmN8no4&ranSiteID=wizKxmN8no4-Zl4Pdeium0Bq7xNza.7mdA&epi=wizKxmN8no4-Zl4Pdeium0Bq7xNza.7mdA&irgwc=1&clickid=_bxvddrcy10kfa0hfgwivhf26p22xdc0mtl2pnicf00&OCID=AIDcmmaqfwnksg_AFF_1243925_3327_wizKxmN8no4-Zl4Pdeium0Bq7xNza.7mdA_190407&tduid=%28ir__bxvddrcy10kfa0hfgwivhf26p22xdc0mtl2pnicf00%29%283327%29%281243925%29%28wizKxmN8no4-Zl4Pdeium0Bq7xNza.7mdA%29%28%29&OWTGT=AFF_1243925) and the [Accessibility Checker](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f) as you edit to help preserve accessible formatting.
* Look for **[  bold teal text in brackets with pencil icons]** to identify fillable fields or drop-down menus. Most of this text will delete itself when you type or select an option.
* Read *[  red italicized text in brackets with pushpin icons]* for context and guidance about filling in the syllabus. These notes will need to be deleted manually after review. You can highlight and delete the text or double-click the label to delete after reviewing the contents.
* Look for  caution icons that signal when guidance is related to specific UTA/UT System policies, accrediting body guidelines, or state/federal laws.
* Text labeled as “Mandatory Statements” cannot be deleted or modified because they are written and approved to meet compliance standards.

**Syllabus completion checklist**

1. Save the syllabus according to your file naming and organization preferences.
2. Copy and paste this checklist into a new document.
3. Complete the fields below according to form field prompts and guidelines.
4. Delete this page.
5. Run the  [Accessiblity Checker](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f).
6. When your syllabus is ready to be posted,  use the Upload Syllabus tool in your [Canvas](https://uta.instructure.com) course to add your syllabus to Canvas and Digital Measures with a single upload. The Syllabus Upload tool will automatically rename the file with a pre-determined file naming convention. View [instructions for the Upload Syllabus tool](https://uta.instructure.com/courses/32716/modules/items/1533510).

**What’s new in the Syllabus Template this academic year?**

* Top to bottom formatting and layout changes
* New Generative AI course policy information
* New UTA CARE team statement

[  Delete everything above this line before posting your syllabus.]

# ***[*** Form field ***Course Number: Course Title]***

**[  Select Term]** **[  Insert Year 20##]**

[  The following statement (or similar) is encouraged. Advise students in a timely manner of any changes you need to make to the syllabus during the term. The definition of “timely” is left to the discretion of each instructor.]

*As the instructor for this course, I reserve the right to adjust this schedule   
in any way that serves the educational needs of the students enrolled in this course.*   
–**[  Insert full name]**

**Jump to:** [Instructor Information](#Instructor) | [Course Information](#Course) | [Grading Information](#Grading) | [University & Program Policies](#Policies) | [Academic & Wellness Resources](#Resources) | [Safety Information & Resources](#Safety) | [Course Schedule](#Schedule)

## Instructor Information *[ Pin with solid fill Required Section]*

[   The following information must be included in this section: name, office number, office telephone number, email address, and office hours.]

### Instructor Name

**[  Insert Name and credentials. Including your pronouns in parentheses is optional, e.g. Minerva Cordero, PhD (she/her/hers)]**

### Office Location

**[  Insert building and room number]**

[View Campus Map](https://www.uta.edu/maps?building=TRN)

### Office Phone Number

**[  Insert office phone number. If you do not have an office telephone, insert the number of your academic department. Do not provide a personal phone number (e.g. cell phone number).**  **Your syllabus will be publicly accessible on the internet.]**

### Email Address

**[  Insert email.username@uta.edu.**  **For reasons of web security, faculty, staff, and students must use their official UT Arlington e-mail address for all university-related business.]**

### Faculty Profile

**[  Insert a link to your UTA with** [**meaningful display text**](https://support.microsoft.com/en-us/office/customize-the-text-for-a-hyperlink-63d4fdcc-bce2-41ea-9649-d8aaa900fe2f?ranMID=46107&ranEAID=wizKxmN8no4&ranSiteID=wizKxmN8no4-DnUVHiiSTDPTDq5HuLPRjg&epi=wizKxmN8no4-DnUVHiiSTDPTDq5HuLPRjg&irgwc=1&clickid=_bxvddrcy10kfa0hfgwivhf26p22xdqaogl2pnicf00&OCID=AIDcmmaqfwnksg_AFF_1243925_3327_wizKxmN8no4-DnUVHiiSTDPTDq5HuLPRjg_190407&tduid=%28ir__bxvddrcy10kfa0hfgwivhf26p22xdqaogl2pnicf00%29%283327%29%281243925%29%28wizKxmN8no4-DnUVHiiSTDPTDq5HuLPRjg%29%28%29&OWTGT=AFF_1243925)**. Include the full unlinked URL in parenthesis, e.g.**[**Minerva Cordero**](https://www.uta.edu/academics/faculty/profile?username=cordero)**(https://www.uta.edu/academics/faculty/profile?username=cordero).**  **All profile data entered in Digital Measures will appear in their faculty profile page.]**

### Office Hours

**[  Insert schedule of office hours and if your office hours or virtual or in person. As neither the UT System nor UT Arlington has official policies that specify the length, frequency, or scheduling of faculty office hours, policies determined by each college, school or departmental shall prevail; where no such policy exists, faculty members should establish office hours that reflect sound professional judgments made in the best educational interests of their students.]**

### Communication Guidelines

My preferred communication method is **[  Insert preferred communication method. For example: email, phone, Canvas Inbox.**

I will respond to emails and voice messages within **[  Insert turnaround time. For example, 24 hours or the following business day.**]

[  Use the plus button (+) below to duplicate this section for co-instrutors, teaching assistants, etc.]

## Course Information *[ Pin with solid fill Required Section]*

[   The following information must be included in this section:

* number, section and time and place of class meetings, pre-requisites
* information about the course content, goals, learning outcomes
* textbooks and other required and recommended materials and technologies
* descriptions of major assignments and examinations with due dates
* recording of classroom and online lectures policy]

### Section Information

**[  Insert course prefix, course number, and section number]**

### Course Delivery Method

This course is designated **[  Select modality as listed in the** [**Schedule of Classes**](https://www.uta.edu/schedule)**]**, which means **[  Insert description of delivery method/modality specific to this course.**

For a full definition of the course modalities, please visit the [Course Modalities page](https://www.uta.edu/administration/registrar/students/registration/modalities).

### Time and Place of Class Meetings

**[  Insert building, classroom number, day and time of meeting or description or online delivery method, e.g. “This is a hybrid class, meaning that the class will meet Tuesday face-to-face in Room xxxx, and Thursday online using Teams.”]**

#### Time Zone

This course operates on Central Time. All times listed for class meeting times, exams, and assignment deadlines are in Central Time.

### Description of Course Content

**[  Insert brief description of course content, such as the** [**course description in the University Catalog**](https://catalog.uta.edu/coursedescriptions/)**.]**

#### Prerequisites

**[  Insert list of prerequisite courses (see** [**University Catalog Course Descriptions**](https://catalog.uta.edu/coursedescriptions/)**) or a description of prerequisite knowledge students are expected to have prior to beginning the course. If no prerequisites are required, enter “None.”]**

### Student Learning Outcomes

[   [The Center for Research on Teaching and Learning Excellence](https://www.uta.edu/administration/crtle) (CRTLE) developed the [CRTLE Syllabus Master Course](https://uta.instructure.com/courses/130445) with recordings and resources on how to write educationally sound Student Learning Outcomes (SLOs) that meet HB 2504, the Texas Higher Education Coordinating Board (THECB), UT System, and for SACSCOC accreditation requirements. If the CRTLE Syllabus Master course does not appear in your [Canvas Courses List](mailto:Canvas%20Courses%20List), please contact CRTLE at [CRTLE@uta.edu](mailto:CRTLE@uta.edu).]

By the end of this course, students will be able to:

1. **[  Insert measurable student learning outcomes (SLOs).**

### Textbooks and Other Course Materials

[   By Texas law, the following information must be provided for all required and recommended materials.

* *the retail price*
* *the author*
* *the publisher or provider*
* *the most recent copyright date*
* *the International Standard Book Number (ISBN) assigned, if any*
* *whether the textbook is an open educational resource*
* *any associated fee or charge, such as a technology cost, library use cost, or printing or publication fee*

Check that your textbooks are available on the [Bookstore](https://www.bkstr.com/texasatarlingtonstore/shop/textbooks-and-course-materials).  To make sure we are in compliance with Texas law, please include this information for all required and recommended materials.]

#### Required Textbooks and Materials

**[  Insert list of all required materials.]**

Students: Additional materials for this course may range in cost depending on the project and or topic you choose to work on.

#### Recommended Course Materials

The textbooks and other materials listed below are optional but recommended.

**[  Insert list of all recommended materials.]**

### Descriptions of major assignments and examinations

[  Insert a description of major course requirements, examinations, and projects. How to define “major” is up to you. Use Heading 4 paragraph style to create subheadings in this section to maintain the correct structure for accessibility. An example is provided below.]

#### Assignment/Exam Title/Category *[ Pin with solid fillThis is Heading 4]*

Insert Description. Best practices for supporting student success call for clearly indicating the Student Learning Outcome(s) associated with and anticipated due date for each assignment or exam. *[  This is Normal style]*

### Expectations for Out-of-Class Study

*[  For every credit hour earned, a student should spend 3 hours per week working outside of class. Multiply the number of credit hours for the course by 3 to determine study hours. A 3-credit hour course would require 9 additional study hours per week.]*

Beyond the time required to attend each class meeting, students enrolled in this **[  Insert Credit Hours]** credit-hour course should expect to spend at least an additional **[  Insert number of hours]** hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

### Technology Requirements

**[  Include information about the online teaching tools you will use, such as: Canvas, Teams, Respondus Lockdown Browser or other tools. Students can access tutorials on these tools through the “Getting Started” Module on their Canvas Homepage. Let students know if they will need a webcam or other equipment to succeed in your course.]**

Visit the [UTA Libraries Technology page](https://libraries.uta.edu/services/technology) for a list of items that can be checked out or used at the library.

### Recording of Classroom and Online Lectures

Faculty maintain the academic right to determine whether recording of classroom and online lectures is permitted by students. Recordings of classroom lectures, if permitted by the instructor or pursuant to an ADA accommodation, may only be used for academic purposes related to the specific course and may not be used for commercial purposes or shared with non-course participants except in connection with a legal proceeding.

As the instructor of this course, I elect to **[  Select an option.** recording of classroom or online lectures.

### Other Requirements

**[  Insert special requirements that go beyond regular class meetings so that those with other responsibilities (family, work, other courses) can plan accordingly.]**

## Grading Information *[ Pin with solid fill Required Section]*

[   The following information must be included in this section:

* an overview of the grading policy including a description of how the final course grade will be calculated,
* methods of evaluation,
* grading standards
* policies on late work, extra-credit and make-up exams).]

**[  Insert a detailed description of grading policies, including how the final grade will be calculated.]**

### Graded Assignments & Values

[   Create a table that lists all assessments/assignments and their value in the course and align these works with the Student Learning outcomes (SLOs). (The definition of “major” is left to the discretion of each instructor). See the CRTLE Syllabus Course in Canvas for more information and examples. If you do not have access to this Syllabus Canvas course or would like more guidance on creating an aligned course schedule contact the [Center for Research on Teaching and Learning Excellence](https://www.uta.edu/administration/crtle) or email [CRTLE@uta.edu](mailto:CRTLE@uta.edu) to be enrolled.]

| **Assignment Name** | **SLO #** | **Value (pts or %)** |
| --- | --- | --- |
| Quiz 1 | 1 | 10 pts |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | |  |

Students are expected to keep track of their performance throughout the semester which Canvas facilitates and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

### Final Grade Calculation

[  Insert the grading schema you use to determine letter grades in the course. Check with your academic department to see if there is a specific policy regarding letter grade calculation.]

| **Range (pts or %)** | **Letter Grade** |
| --- | --- |
|  | A |
|  | B |
|  | C |
|  | D |
|  | F |

### Make-Up Exams & Late Work Policy

**[  Insert your make-up exam policy, if any.]**

### Extra Credit Policy

**[  Insert your extra credit policy, if any.]**

### Grades & Feedback Timeline

**[  Insert a description of when students can expect to receive grades and feedback on assignments and where to access that feedback. For example, “I will post grades to the Canvas Gradebook within 1 week of the due date.”]**

### Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current [University Catalog Grades and Grading Policies](https://catalog.uta.edu/academicregulations/grades/).

## University & Course Policies *[ Pin with solid fill Required Section]*

[   The following information must be included in this section: attendance and drop policy, statements on the Americans with Disabilities Act, academic integrity, student support services, and the University's Electronic Communication Policy]

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page (https://resources.uta.edu/provost/course-related-info/institutional-policies.php) which includes the following policies among others:

* Drop Policy
* Disability Accommodations
* Title IX Policy
* Academic Integrity
* Student Feedback Survey
* Final Exam Schedule

### Additional Information

**[  Insert additional information or policies specific to your College, School, Departmental, or Program may also be included in the syllabus. Check with your academic unit’s leadership for details.]**

### Attendance

[   Even if you do not track attendance or factor attendance into the grade, it is important that students understand that any attendance rules applied in your course are your own and not a matter of institutional policy. Doing so will keep the University in compliance with Federal regulations as they apply to Title IV funding. If you are teaching a course in which attendance / hours must be tracked to meet other non-institutional requirements (e.g., to earn an academically-grounded professional credential), be sure to clearly indicate the agency that has established the requirement.]

Attending class sessions is a critical predictor and indicator of student success. The University of Texas at Arlington does not recognize a single attendance policy but encourages faculty to establish class-specific policies on attendance. As the instructor of this section,**[ **  **Insert your attendance policy and/or expectations, e.g. “I will take attendance periodically” or “I have established the following attendance policy: …” For hybrid courses, faculty can add language that clarifies attendance, such as “This is a Tuesday/Thursday hybrid course that meets every Tuesday face-to-face, and online on Thursday.  Students are expected to attend both sessions.”]**

The U.S. Department of Education requires that UT Arlington have a mechanism in place to verify Federal Student Aid recipients’ attendance in courses. UT Arlington instructors are expected to report the last date of attendance when submitting students’ final course grades; specifically, when a student earns a course grade of F, instructors must report the last date a student attended their class. For on-campus classes, last date of attendance can be based on attendance rosters or on academic engagements—a test, participation in a class project or presentation, or Canvas-based activity. Online or distance education courses require regular and substantive online interaction and participation. Students must participate in online course activities in Canvas to demonstrate attendance; logging into an online class is not sufficient by itself to demonstrate attendance. The last date of attendance is reported to the U.S. Department of Education for federal financial aid recipients.

### Generative AI Use in This Course

The use of Generative AI (GenAI) in course assignments and assessments must align with the guidelines established by the instructor. Unauthorized use of GenAI could result in breaches of academic integrity. Instructors bear the responsibility of clearly delineating the permissible uses of GenAI in their courses, underscoring the importance of responsible and ethical application of these tools.

The [UTA Office of Community Standards](https://www.uta.edu/student-affairs/community-standards) articulate the university's stance on [academic integrity and scholastic dishonesty](https://www.uta.edu/student-affairs/community-standards/academic-integrity). These standards extend to the use of GenAI. Unauthorized or unapproved use of GenAI in academic work falls within the scope of these policies and will be subject to the same disciplinary procedures.

[  Generative AI, or GenAI, is a subset of artificial intelligence focused on creating new, seemingly original content based on huge learning models that can include text, images, audio, video, smells, and other media. Unlike machine learning (ML), that is designed to analyze data and provide insights or predictions, GenAI takes this a step further to extrapolate new, and not necessarily deterministic, combinations of information consistent with learned patterns to produce novel content that mimics human creativity.

While GenAI detection tools such as those incorporated into Turnitin, or specialized software like ChatGPTZero, are available to instructors aiming to discern the origin of student work, reliance on these technologies should be approached with skepticism. The effectiveness of such tools is currently limited, and their usage can raise significant ethical considerations.

UTA subscribes to Turnitin, which includes a feature to detect AI-generated content. However, due to a high incidence of false positives rendering it unreliable, this feature has been disabled following thorough evaluation and remains so until its efficacy and reliability can be substantiated.

Instead of detection tools, we recommend engaging in dialogue with students when the unauthorized use of GenAI is suspected. Such conversations can often provide more insight into the students' understanding and the authenticity of their work.]

As the instructor of this course, I have adopted the following policy on Student use of GenAI: **[Select GenAI Policy.]**

[  Read the full [UTA Guidelines on Generative AI in the Classroom](https://ai.uta.edu/instruction-guidelines/) before crafting your GenAI policy statement. You may also choose to adopt or adapt one of the policies listed below. Keep in mind that you may want to adopt a policy that varies by assignment type or project. If you choose to adopt one of the policy statement examples, consider deleting the policy statements that do not apply to avoid confusion for students by [removing those rows from the table](https://support.microsoft.com/en-us/office/delete-a-row-column-or-cell-from-a-table-45dab66c-f6b3-4c92-b2ab-642aa240b9dc).]

| **Approach** | **Description** |
| --- | --- |
| Prohibition of GenAI Use | In this course, the focus is on the development of independent critical thinking and the mastery of subject-specific content. To ensure that all submitted work accurately reflects personal understanding and original thought, the use of Generative AI (GenAI) tools in completing assignments or assessments is strictly prohibited. This policy supports our commitment to academic integrity and the direct measurement of each student's learning against the course's Student Learning Outcomes (SLOs). Any work found to be generated by AI will be subject to academic review. |
| Restricted Use of GenAI | While this course recognizes the potential benefits of Generative AI (GenAI) as a supplementary tool for certain learning activities, its use is restricted to specific assignments where GenAI's role is clearly defined and aligns with the course's Student Learning Outcomes (SLOs). These assignments will be clearly marked, and students must adhere to the guidelines provided for GenAI use. Unauthorized use of GenAI outside these parameters will be considered a breach of academic integrity. |
| Cited Use of GenAI | This course permits the use of Generative AI (GenAI) as a resource for completing assignments. However, transparency is crucial, students are required to explicitly cite any GenAI tools they utilize in the creation of their work. This citation requirement allows for the acknowledgment of the collaborative nature of GenAI in the learning process while enabling the assessment of student learning to remain focused on the achievement of the course’s Student Learning Outcomes (SLOs). |
| Unrestricted Use of GenAI | In this course, the integration of technology, including the use of Generative AI (GenAI), is encouraged to fulfill the course's Student Learning Outcomes (SLOs). Students may use GenAI tools freely to assist in the creation of content and to achieve learning objectives. It is expected that students will engage with these tools ethically and responsibly, ensuring that their use of GenAI contributes to a deeper understanding of the subject matter and the development of relevant competencies. |

## Academic & Wellness Resources *[ Pin with solid fill Required Section]*

### Academic Success Center

The Academic Success Center (ASC) includes a variety of resources and services to help you maximize your learning and succeed as a student at the University of Texas at Arlington. ASC services include supplemental instruction, peer-led team learning, tutoring, mentoring and TRIO SSS. Academic Success Center services are provided at no additional cost to UTA students. For additional information visit: [Academic Success Center](https://www.uta.edu/student-success/course-assistance) (https://www.uta.edu/student-success/course-assistance). To request disability accommodations for tutoring, please complete this [tutoring request form](https://www.uta.edu/student-success/course-assistance/tutoring/request) (https://www.uta.edu/student-success/course-assistance/tutoring/request).

### The English Writing Center (411LIBR)

The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com/) (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](http://www.uta.edu/owl) (http://www.uta.edu/owl) for detailed information on all our programs and services.

### Academic Plaza

The Library’s 2nd floor [Academic Plaza](http://library.uta.edu/academic-plaza) (http://library.uta.edu/academic-plaza) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library’s hours](https://library.uta.edu/hours) (https://library.uta.edu/hours) of operation.

### UTA CARE Team

UT Arlington is committed to the safety, success, and well-being of our students. To support our community, UTA has created a CARE Team, which is a dedicated group of campus professionals responsible for helping students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you know of someone experiencing challenges, appearing distressed, needing resources, or causing a significant disruption to the UTA community, please submit a [CARE Referral](https://cm.maxient.com/reportingform.php?UnivofTexasArlington&layout_id=7) by visiting the [Behavior Intervention Team](https://www.uta.edu/student-affairs/dos/behavior-it) (https://www.uta.edu/student-affairs/dos/behavior-it) page. You may also submit a referral for yourself if you would like additional support.

NOTE: If a person’s behavior poses an immediate threat to you or someone else, contact UTA Police at 817-272-3303 or dial 911. If you or someone you know needs to speak with a crisis counselor, please reach out to the [MAVS TALK 24-hour Crisis Line](https://www.uta.edu/student-affairs/caps/crisis) (https://www.uta.edu/student-affairs/caps/crisis)at 817-272-8255 or the [National Suicide and Crisis Lifeline](https://988lifeline.org/) (https://988lifeline.org/) at 988.

### Student Services

Everything you need to make the most of your time as a student (and beyond) is all on campus. Below are a few resources to get you started.

* [Student Services Home](https://www.uta.edu/student-life/services)
* [Student Access and Resource (SAR) Center](https://www.uta.edu/student-affairs/sarcenter/student-resources)
* [Military and Veteran Services](https://www.uta.edu/student-affairs/veterans/resources)
* [Health Services](https://www.uta.edu/student-affairs/health-services/services)
* [Counseling and Psychological Services (CAPS)](https://www.uta.edu/student-affairs/caps/resources)
* [Activities and Organizations](https://www.uta.edu/student-life/activities-and-organizations)
* [Recreation](https://www.uta.edu/student-life/health-recreation)

### Librarian to Contact

Each academic unit has access to [Librarians by Academic Subject](https://libraries.uta.edu/research/librarians) (https://libraries.uta.edu/research/librarians) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves.

## Safety Information & Resources

### Lab Safety Training *[ Pin with solid fill Required for courses described below]*

[   Required for laboratory courses in the Colleges of Engineering and Science where students may be working with chemicals, biological material, radiological material or lasers]

**Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities.** Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., Fall through Summer II) and must be completed anew in subsequent years. There are **no** exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

### Face Covering Policy

Face coverings are not mandatory; all students and instructional staff are welcome to wear face coverings while they are on campus or in the classroom.

### Emergency Exit Procedures *[ Pin with solid fill Required for in-person courses. Delete this section for online courses]*

[   This section requires faculty members to be fully aware of the exits nearest their classrooms, even before the semester begins. Evacuation plans may be found at [Evacuation Route Maps (Buildings)](http://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_Buildings.php). In the case that you are unable to ascertain this information in time for your syllabus, you must be sure to explain to your students on day one how best to exit the building. Inclusion of this verbiage as well as a brief discussion on the matter with your students at the beginning of the term is mandated by UT Arlington Procedure 7-6: [Emergency/Fire Evacuation Procedures](https://policy.uta.edu/doctract/documentportal/08D88BDDE984E09CB0023DB2921FED26).

Should you learn that your class roster includes students with physical/sensory disabilities, you should arrange to meet in private with each of these students to discuss their needs for assistance in the event of an emergency evacuation.]

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, which is located **[  Insert a description of the nearest exit/emergency exit]**. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

### MavAlert System

The MavAlert system sends information in case of an emergency to cell phones or email accounts of subscribed users. Anyone can subscribe to MavAlerts at [Emergency Communication System](https://www.uta.edu/uta/emergency.php) (https://www.uta.edu/uta/emergency.php).

### Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

## Course Schedule *[ Pin with solid fill Required Section]*

[   [House Bill 2504](http://www.legis.state.tx.us/tlodocs/81R/billtext/html/HB02504F.HTM) requires the course schedule to include:

* Lists of required or recommended reading ([House Bill 2504](http://www.legis.state.tx.us/tlodocs/81R/billtext/html/HB02504F.HTM))
* A general description of the subject matter of each lecture or discussion ([House Bill 2504](http://www.legis.state.tx.us/tlodocs/81R/billtext/html/HB02504F.HTM))

Check relevant information published by the Office of [Records and Registration](http://wweb.uta.edu/aao/recordsandregistration/) and the [Academic Calendar](http://www.uta.edu/uta/acadcal.php) for important administrative dates, planned university closures, holidays, etc.

Indicate (to the extent possible) due dates for all major work to be completed.]



| **Class Date(s)** | **Topic(s)** | **Materials** | **Assignments Due** |
| --- | --- | --- | --- |
| Week 1  08/19-8/25 | Origin of the Universe | Read Text Chapter 1 | Quiz 1 due 08/21 |
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