# [Course Number and Title]

*[Semester/Year]*

*[Class location and class meeting times, if applicable]*

**Instructor:** *[name, office location, telephone number, and email address*]

*[if applicable]* **TA:** *[name and contact information]*

**Office hours:** *[details on office hours, such as whether they are* scheduled *and/or by appointment and in person and/or virtual]*

## Course Description

[overall description of course]

## Course Objectives

[listing of course goals and objectives]

## Prerequisite Knowledge

[optional: any required prerequisite courses and expected knowledge needed to succeed in the course]

## Assurance of Learning

[only applicable to those courses that are part of the College’s accreditation review process; outline the specific goals and objectives that will be measured]

## Course Communications

[information on how students can contact the instructor along with a timeline of when students can expect a response (e.g., 24 hours, two days) as well as ways the instructor will reach out to students (i.e., email, Canvas Inbox, announcements)]

## Course Materials

[any required and recommended course materials, including readings and technology]

Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor. The instructor is only responsible for these instructional materials.

## Course Assignments

[overview of each of this semester’s assignments as well as their associated points]

## Artificial Intelligence Policy

[optional: overview of acceptable and unacceptable use of AI for course activities and assignments]

## Course Grades

*[adjust numerical breakdown as appropriate]* Final grades will be based on obtaining the following percentage of total course points: 94-100% = A; 90-93% = A-; 87-89% = B+; 83-86% = B; 80-82% = B-; 77 -79% = C+; 73-76%= C; 70-72% = C-; 67-69% = D+; 63-66% = D; 60-62%=D-; 0-59%=E. Required percentages may be reduced based on a course curve.

## Grade Values

*[adjust numerical breakdown as appropriate]* The grade-point value per credit hour associated with each letter grade is assigned by the Office of the University Registrar: A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ 1.33, D = 1.0, D- = .67, E = 0.0. For more information, visit [Grades and Grading Policies](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx).

## Recording Class Lectures

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Should all or part of this class be offered via an online mechanism during this semester, our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

## Proctoring at Warrington

The University of Florida requires that any assessment equivalent to 15% or more of a student's final course grade must be proctored. In addition, the Warrington College of Business requires that all categories of assignments worth 25% or more of a student’s final course grade must be proctored. This policy protects both the value of your academic degree and your own time and effort in becoming a successful Warrington student. Please expect all assessments to be proctored and all assignments to utilize plagiarism software and prepare accordingly.

The Warrington College of Business is strongly committed to academic integrity and will rigorously enforce violations of the UF Honor Code and/or additional Warrington academic integrity policies. To be a successful student please read all instructions for any assignment carefully and do not collaborate on individual exams, assignments, or homework.

*[the remaining content in this section is only relevant for online courses that use Honorlock]* For online proctored exams, you are expected to have:

* a working webcam and computer (restart your computer before your exam for the most effective testing environment)
* Google Chrome and downloaded Honorlock extension to your Chrome browser
* a private workspace (if this is unachievable, contact your faculty)
* incredible attention to exam instructions (it's your responsibility not to get flagged for cheating)
* diligence to notify your faculty of accommodations or extenuating circumstances that affect your exam time or exam environment at the beginning of the term (at the very least, one week before your exam)
* integrity to abide by all exam instructions and report any irresponsible peers
* thoroughly reviewed [Exams and Accommodations](https://ufl.instructure.com/courses/488531/pages/exams-and-accommodations)

Additionally, online proctored exams will require a room scan before the exam and potential intermittent scans throughout the exam if the proctor considers your testing environment to be compromised.

## Make-Ups

[add any additional information regarding your course makeup policy as needed]A make-up exam will be given when the student has a valid verifiable reasonfor not taking the exam during the scheduled time. Barring a documented emergency, the request must be made a minimum of ten days prior to the scheduled exam. Exceptions are made if the policy conflicts with UF attendance requirements. More detail on acceptable reasons for absence and UF policies on attendance can be found at [Attendance Policies](https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx).

## Attendance

*[if applicable,* overview of course attendance policy]

## Honesty

Academic dishonesty will not be tolerated. Students are required to know and complywith the university’s policy on academic honesty. This policy is detailed in the Undergraduate Catalog and by reference is included in this course syllabus. For more information, visit [Honor Code Process](https://sccr.dso.ufl.edu/resources-by-audience/faculty-and-staff/honor-code-process/).

## Civility

This course will be conducted in a courteous and professional manner. Inappropriate classroom behavior of any form will not be tolerated. At the instructor’s discretion, students acting in an uncivil manner will receive a grade reduction commensurate with the infraction. Students can be withdrawn from the course for excessive unacceptable behavior. See [Guidelines & Policies](https://ufl.instructure.com/courses/488531/pages/guidelines-and-policies) for more information on how to support classroom civility, including online community guidelines.

## Disabilities

Students requesting classroom accommodations must first register with the Dean of Students Office. Support services for students with disabilities are coordinated by the [Disability Resource Center](http://www.dso.ufl.edu/drc/) in the [Dean of Students Office](http://www.dso.ufl.edu/). All support services provided for University of Florida students are individualized to meet the needs of students with disabilities. To obtain individual support services, each student must meet with one of the support coordinators in the Disability Resources Program and collaboratively develop appropriate support strategies. Appropriate documentation regarding the student's disability is necessary to obtain any reasonable accommodation or support service. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor a minimum of ten days prior to the requested accommodation.

## Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online. Students can complete evaluations in three ways:

* 1. The email they receive from GatorEvals
  2. Their Canvas course menu under GatorEvals
  3. The [central portal](https://my-ufl.bluera.com)

Guidance on how to give feedback in a professional and respectful manner is available at [Providing Constructive Feedback](https://gatorevals.aa.ufl.edu/students/). Students will be notified when the evaluation period opens. Summaries of course evaluation results are available to students at [GatorEvals Public Data](https://gatorevals.aa.ufl.edu/public-results/).

## Business Career Services

A significant aspect of your overall success as a business Gator is your journey towards securing your career upon graduation. As the only College at UF with its own dedicated career services office, Business Career Services (BCS) exists to help you explore career paths that fit your major and interests, assist you in developing job and internship search strategies, provide you support in developing an impactful resume, prepare you for interviews, and much more. For more information on identifying your dedicated BCS Career Coach and other career resources offered, [please visit their website](https://warrington.ufl.edu/career/students/). Interested in scheduling an appointment with your Career Coach or applying for an internship or full-time job, visit [HIREWarrington](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwarrington-ufl.12twenty.com%2Flogin&data=05%7C02%7Cgary.mcgill%40warrington.ufl.edu%7C60a20d9697a3485a029708dd3fe01daa%7C0d4da0f84a314d76ace60a62331e1b84%7C0%7C0%7C638736953997567413%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C4000%7C%7C%7C&sdata=OlU%2BYw2AzHfqnvapWfH0nBr6Rqm8JX%2Bf3gY4fwKWQXA%3D&reserved=0). Business Career Services is exclusive to currently enrolled, Warrington degree seeking students only. Non-Warrington students are encouraged to visit University of Florida’s [Career Connections Center](https://career.ufl.edu/) for career assistance.

## Technology Assistance

For help with any computer technology or video-related issues or failures, please contact the TAC (Technology Assistance Center) at 352-273-0248 or [Student Support at the Technology Assistance Center](https://warrington.ufl.edu/information-technology-support-programs/technical-services/tac-student-support/). The TAC is a support center dedicated to College of Business students.

You can also contact the UF Help Desk at 352-392-4357 or [UFIT Help Desk](https://it.ufl.edu/helpdesk/). The UF Help Desk is best for immediate, late-night Canvas-related issues.

## U Matter, We Care

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

## Additional Campus Resources

*[the below resources are* *optional to include, but some may be worth adding to your syllabus*]

### Health and Wellness

*Counseling and Wellness Center*: Visit [Counseling & Wellness Center](https://counseling.ufl.edu/) or call 352-392-1575 for information on crisis services as well as non-crisis services.

*Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need or visit [Student Health Care Center](https://shcc.ufl.edu/).

*University Police Department:* Call 352-392-1111 (or 9-1-1 for emergencies) or visit [UF Police Department](https://police.ufl.edu/).

*UF Health Shands Emergency Room / Trauma Center:* For immediate medical care, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; you can also visit [UF Health Emergency Room and Trauma Center](https://ufhealth.org/locations/uf-health-shands-emergency-room-trauma-center/).

*GatorWell Health Promotion Services:* For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit [GatorWell](https://gatorwell.ufsa.ufl.edu/) or call 352-273-4450.

### Academic Resources

*Library Support:* Receive assistance with using the libraries or finding resources by calling 866-281-6309, emailing [ask@ufl.libanswers.com](mailto:ask@ufl.libanswers.com), or visiting [George A. Smathers Libraries](https://uflib.ufl.edu/).

*Teaching Center:* To learn more about how to receive assistance with general study skills and tutoring, call 352-392-2010 or visit [Academic Resources](https://academicresources.clas.ufl.edu/). You can also call 352-392-6420 to make a tutoring appointment.

Writing Studio: For help with brainstorming, formatting, and writing papers, visit [Writing Studio](https://writing.ufl.edu/writing-studio/).

Academic Complaints: Visit [Complaint Portal](https://www.ombuds.ufl.edu/complaint-portal/) for information on how to contact the Office of the Ombuds.

Enrollment Management Complaints (Registrar, Financial Aid, Admissions): Visit [Student Complaint Procedure](https://em.ufl.edu/complaint).

## Course Schedule

[Description of topics, readings, activities, and assignments organized by course module/week]