

## Guidelines for Implementation for SIS Graduate Studies Syllabus Template

Heading	Syllabus Element	Required*, Recommended+, or Suggested#?	Notes/Examples
Course Information	Course number, title, term and year University of Tennessee	*	
	Class meeting days and times ZOOM URL	*	
	Instructor Contact Information	*	
	Instructor Photo	#	If you include your photo, please add an “ALT” tag (available under ‘format picture’ menu).
	SIS Office Information	*	
	Welcome Statement	#	Words welcoming students and setting the tone for the class, e.g., course highlights and the importance of participation in online discussions.
Course Information	Catalog Description	*	Copy from UTK Graduate Catalog: <a href="https://tiny.utk.edu/courses_sis">https://tiny.utk.edu/courses_sis</a>
	Additional Information	+	Instructor’s interpretation of the course content and focus. <b>Example (INSC 552):</b> <i>Though this course will touch on the libraries that serve all kinds of academic institutions in the U.S., emphasis is on those of mid- and large size. Though this is not strictly a history class, we will refer to the historical development of higher education and academic libraries to provide a context for our discussion of the 21<sup>st</sup> Century academic library’s theory and practice. There are no facts to memorize and no skills to demonstrate, and you will not learn how to manage any specific function of academic librarianship. The purpose of the course is to help you establish an informed perspective and theoretical framework in preparation for any assignment in an academic library.</i>

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	Student Learning Outcomes	*	<ul style="list-style-type: none"> <li>Measurable outcomes reflect what students will be expected to do by the end of the course.</li> <li>Well-written SLOs should be measurable and align with course evaluation/grading methods.</li> <li>SLOs may include cognitive, behavioral, affective and metacognitive outcomes.</li> </ul>
	Course Design	+	<ul style="list-style-type: none"> <li>The instructor's vision of what will take place in the course.</li> <li>Offers information about the methods of instruction (e.g. synchronous, asynchronous, combination; what kinds of activities and assignments students will have; and the tools for learning, etc.</li> </ul> <p><b>Example:</b>  <i>This course is delivered synchronously via ZOOM. Course content will incorporate lecture, activities, and discussion. You will complete small and larger group and individual assignments.</i></p>
	Required Texts	*	<ul style="list-style-type: none"> <li>Specific information about required text, including title, author, publisher, and ISBN.</li> <li>State if no text is required.</li> </ul>
	Recommended Texts	#	Might suggest an APA Guide or CMS.
Communication	Email	*	
	Instructor Availability	+	<ul style="list-style-type: none"> <li>List specific days and times when the instructor is available to meet with students online or talk over the phone.</li> <li>Include an estimated turn-around time for responding to emails.</li> </ul> <p><b>Example:</b>  <i>Please don't hesitate to email me with updates, questions, or concerns. I will typically respond within x hours during the week and y hours on the weekend. I will notify you if I will be out of town and if connection issues may delay a response.</i></p>

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Computing Requirements and Resources	Requirements	*	<p><b>Example:</b>  <i>You must have adequate computing skills, including but not limited to use of word processing, Web browsers, e-mail, listservs, Canvas, and Zoom software. You must learn how to submit your assignments using Canvas. In addition, you must have software installed on your computer to download and open the (pptx format) lecture notes from Canvas.</i>  <i>The <a href="#">Office of Information Technology (OIT)</a> provides training classes in using varied technologies for students at no charge (advance registration is required).</i>  <i>You must obtain a UT email account and subscribe to the SIS student listserv to insure you're made aware of course-related information. In addition, you must have the PowerPoint Reader or the regular PowerPoint software installed on your computer in order to download the lecture notes from Canvas.</i></p>
	Technical Support	*	<p><b>Example:</b>  <i>Please review the SIS Technology Introduction website for help getting started with the tools you'll need in the program:</i>  <a href="https://sis.utk.edu/techintro/">https://sis.utk.edu/techintro/</a>  <i>For assistance with technical and computing issues, contact the OIT HelpDesk by phone at (865) 974-9900, using the <a href="#">Contact Form</a>, or at the <a href="#">Walk-in HelpDesk</a>,</i></p>
	Course Resources	+	<ul style="list-style-type: none"> <li>• Information about the course Canvas site, and any type of research/reference materials or technology the student will need for the course.</li> <li>• Could include links to <a href="#">Getting Started with Zoom</a>, <a href="#">Online@UT Canvas</a>, the <a href="#">UT Library</a>, the UT Library's <a href="#">Information for Distance Education</a>, and UT <a href="#">Research Guides</a> and <a href="#">Subject Librarians</a>, and/or to a specific journal or other resource used in class.</li> </ul>
Course Attendance and Participation Policies	Learner Expectations	+	<p>Outline expectations for student behavior.  <b>Example:</b></p> <ul style="list-style-type: none"> <li>• <i>Be prepared for all classes</i></li> <li>• <i>Be respectful of others</i></li> </ul>

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			<ul style="list-style-type: none"> <li>• <i>Actively contribute to the learning activities in class</i></li> <li>• <i>Abide by the UT Honor Code</i></li> </ul>
	Instructor Expectations	+	<p>Outline what students might expect of you.</p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <i>Be prepared for all classes</i></li> <li>• <i>Evaluate all fairly and equitably</i></li> <li>• <i>Be respectful of all students</i></li> <li>• <i>Create and facilitate meaningful learning activities</i></li> <li>• <i>Behave according to University codes of conduct</i></li> </ul>
	Attendance and Participation	+/*	<p>If policies regarding attendance and/or participation will affect students' grades, this section is required.</p> <p><b>Example:</b></p> <p><i>It is assumed that each student be present and speak in class -- the equivalent of a "B" grade for "participation." Missing more classes or failing to participate will lower your grade; frequent participation will raise the grade.</i></p> <p><i>Regular attendance is required and necessary. A substantial portion of your grade will be based on in-class work and participation. Unexplained absences will affect your grade. Contact me as soon as possible if you cannot attend class. If you will be absent from class, you must:</i></p> <ul style="list-style-type: none"> <li>• <i>Inform me in advance or as soon as possible after class</i></li> <li>• <i>Submit any work due from the missed class period</i></li> <li>• <i>Listen to class recording</i></li> <li>• <i>Obtain notes, handouts, etc. from Canvas</i></li> <li>• <i>Check with classmates for notes, announcements, etc.</i></li> </ul> <p>Acceptable reasons for absence from class include:</p> <ul style="list-style-type: none"> <li>• <i>Illness</i></li> <li>• <i>Serious family emergencies,</i></li> <li>• <i>Special curricular or job requirements (e.g., judging trips, field trips, professional conferences),</i></li> <li>• <i>Military obligation,</i></li> </ul>

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			<ul style="list-style-type: none"> <li>• Severe weather conditions,</li> <li>• Religious holidays</li> <li>• Participation in official university activities such as music performances, athletic competition or debate</li> <li>• Obligations for court imposed legal obligations (i.e., jury duty, subpoena)</li> </ul> <p><i>Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade.</i></p>
	Inclement Weather	*	
Additional Policies and Points of Information	Disabilities that may Impede Learning	*	
	Civility	*	
	CCI Diversity Statement	*	
	Instructor Status as a Title IX Mandatory Reporter	*	
Assignments, Assessments, and Evaluations	Academic Integrity	*	
	Plagiarism	*	
	Assignments and Grading	*/+	<p>This section should include a general statement of your expectations and policies. Required if you have specific expectations that might have an impact on student grades.</p> <p><b>Example:</b></p>

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			<p><i>Student work is assigned a grade based on quality of thought and writing style, thoroughness of research and of references, appropriateness of length, and originality. Only exceptional work will receive an "A" grade. Papers that are received after the due date will be assigned a lower grade than would otherwise be received. All sources must be cited, quotations must be in quotation marks and attributed correctly. Not doing so constitutes plagiarism.</i></p>
	Preparation of Written Work	+/*	<p>If policies regarding preparation and/or submission of written work will affect students' grades, this section is required.</p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <i>I prefer that you use either APA or CMS documentation styles.</i></li> <li>• <i>All sources must be cited, quotations must be formatted and attributed correctly. Not doing so constitutes plagiarism.</i></li> <li>• <i>Grades for assignment submissions that include incomplete in-text citations or reference lists will be lowered by one-half grade level (e.g., an assignment that would have received 17/20, or an 85/100: B, will be lowered to 16/20, 80/100: B-).</i></li> <li>• <i>All assignments must be word-processed and include your name, date, and class number (552).</i></li> </ul>
	Due Dates and Late Assignments	+/*	<p>It's advisable to include a policy regarding late submissions, and required if late submissions will be penalized.</p> <p><b>Example:</b></p> <p><i>Assignments should be submitted to the "assignments" area of Canvas and are due (officially) at 11:59 p.m. EST on the due date listed on the syllabus. I will download the submissions from Canvas early the next morning. I will <b>ONLY download assignments from Canvas ONCE</b>. Therefore, if your assignment is not ready by the deadline...</i></p> <ul style="list-style-type: none"> <li>• <i>You must send me an email informing me that your assignment will be late. <b>Not doing so will result in a one-point deduction for each day I don't hear from you.</b></i></li> <li>• <i>When it's ready, you must submit it to me via email, as an attachment</i></li> </ul>

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			<ul style="list-style-type: none"> <li>• One point will be deducted for each 24-hour hour period the assignment is not turned in.</li> </ul>
	Incompletes	*	
	Assigning Grades	+	<p>It's helpful to provide some information about your process/basis for grade assignment, i.e., distribution, numeric or letter, etc.</p> <p><b>Example:</b>  <i>Please note that I do not assign letter grades for individual assignments, but will mark your paper with my comments and provide a point score based on the possible points earned for that assignment. If you'd like to compute a letter grade based on the score provided, divide your score by the total points possible for the assignment and refer to the scale on pp. of the syllabus for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be 92. Your final grade will be based on total points earned/total possible points over the course of the semester.</i></p>
	Evaluation	*	Use grade scale in template.
	Course Evaluation	*	
	Assignments: Descriptions and Due Dates, and	*	
	MSIS Program Outcomes	*	In syllabus template.
	Assignment Program Outcomes for SLC	*	<ul style="list-style-type: none"> <li>• Every SIS course must have at least one assignment that addresses at least one MSIS Program Outcome.</li> </ul>

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			<ul style="list-style-type: none"> <li>• You may identify Outcomes for as many of your assignments as you'd like.</li> <li>• You may identify multiple Outcomes for each assignment.</li> <li>• If an individual assignment addresses more than one Outcome, please provide additional entries for each Outcome.</li> </ul>
Disclaimer	Disclaimer	+	<p>It's in the instructor's best interest to include a statement addressing the possibility that the syllabus will need to be adjusted over the course of semester.</p> <p><b>Example:</b>  <i>Please be aware revisions may be made to this syllabus over the course of the semester, and as such, the content contained within may be subject to change.</i></p>