

UNIVERSITY OF ARKANSAS AT MONTICELLO
(Insert Name of) DEPARTMENT/PROGRAM/SCHOOL
(FACE TO FACE) COURSE SYLLABUS
Semester, Year, Time (i.e. Fall 2011 MWF 8:10 a.m.)

Instructor Name:

Instructor Location of Office:

Instructor Phone: Give the complete extension: 870-460-XXXX.

Instructor Email Address:

Office Hours: Do NOT put “see office door” on any syllabus. (i.e. 10-11 MWF, 2-3 TT. Other times by appointment.)

Course Title and Credit Hours: (i.e. ENGL 1013 Composition I, 3 credit hours)

Course Description: (May be copied from the University catalog.) or Goals and Objectives of the Course:

Prerequisites: If there are no pre-requisites, type in “NONE.”

Required textbooks, workbooks, supplementary materials: Include name of textbook, author, publisher, edition, and ISBN number.

Student Learning Outcomes:

By the conclusion of the course you should be able to:

Statement of special policies such as absenteeism, cheating, plagiarism, cell phones, electronic devices etc.
Specify your course requirements.

Content outline with schedule or sequencing plus required readings:

Special projects, assignments, field trips, etc.

NOTE: If students will not be excused from activities such as field trips, it must be stated.

Provisions for tests and evaluations:

Thorough explanation of grading policy:

Grading Scale:

A= 90—100

B= 80 — 89

C= 70 — 79

D= 60 — 69

F= 59 and below

Course outline/calendar:

Include an outline of course topics.

Special dates of concern:

List any special dates that would be of concern to any student. (example: last day to drop with “W”)

Students with disabilities:

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University’s commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services located in Harris Hall Room 120; phone 870 460-1026; TDD 870 460-1626; Fax 870 460-1926; email: whitingm@uamont.edu.

For assistance on a College of Technology campus contact:

McGehee: Office of Special Student Services representative on campus; phone 870 222-5360; fax 870 222-1105.

Crossett: Office of Special Student Services representative on campus; phone 870 364-6414; fax 870 364-5707.

Student conduct statement:

Students at the University of Arkansas at Monticello are expected to conduct themselves appropriately, keeping in mind that they are subject to the laws of the community and standards of society. The student must not conduct him/herself in a manner that disrupts the academic community or breaches the freedom of other students to progress academically.

Academic dishonesty:

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
 - a. Copying from another student’s paper;
 - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
 - c. Collaboration with another student during the examination;
 - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
 - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: Plagiarism is defined as adopting and reproducing as one’s own, to appropriate to one’s use, and to incorporate in one’s own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will be XXXXXX insert your specific penalties for academic honesty.