

UAHuntsville Guidelines for Courses

(for a complete document please contact the ATS office)

During the first week of a class, the instructor must provide each student with a written outline of the course syllabus that includes the administrative information for the course. Such an outline should include, at minimum:

- The course prerequisites
- The course objectives
- Learning outcomes
- Text and/or a listing of material to be covered
- Study assignments for each class period
- UAHuntsville office location, formal office hours and where they will be held, a telephone number where you can be called, and/or other methods for student contact such as email
- Any modifications to student code of conduct
- How the course grade will be determined (e.g., problem sets/quizzes = X%, exams = Y%, final exam = Z% ($X+Y+Z=100$))
- The syllabus may include policy statements on class attendance, the use of cell phones, and the use of audio/visual equipment in the classroom. In addition, it may be useful to include examples of academic misconduct found in the Code of Student Conduct to alert students to the University's standards.
- University policy for faculty office hours as published in the *Faculty Handbook* is: At least 2 hours per week for each lecture section taught. Prior to the first day of class, the faculty member will submit the proposed office hours for the semester to the department chair for review and approval. The approved office hours will be made known to students, advisees, faculty and administrative officers.
- If you must miss a class, let your departmental chair (chair@nsstc.uah.edu) know as soon as possible, including the substitute's name and/or how the missed time will be made up.
- Each final exam is to be given at the time listed on the official Semester Calendar. It is UAHuntsville Policy that no changes may be made without the chair's recommendation and the dean's written approval.
- A complete copy of the instructor information booklet is available at the ATS office.