

**UF Required Elements**

- ◇ Course number and title, description (see template)
- ◇ Instructor's name, office address, telephone
- ◇ Instructor's office hours (can be held in TA Resource Center FAD 209)
- ◇ Course goals and objectives (see template)
- ◇ Course outline of subjects to be covered (see template)
- ◇ Methods of evaluation and grading, including how their final grade will be determined
- ◇ Attendance policy
- ◇ A policy related to make-up exams or other work
- ◇ A statement related to accommodations for students with disabilities such as:  
*Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.*

**Recommended Elements**

- ◇ Instructor's email address
- ◇ Time and place of class
- ◇ Text(s) and/or reading list (see template)
- ◇ Exam and/or critique policies, requirements, and criteria
- ◇ Assignment policies, requirements, and other criteria
- ◇ Critical dates, including date & time of final exam (that matches the UF schedule <http://www.reg.ufl.edu/records/criticaldates.html> and <http://www.reg.ufl.edu/soc/> )
- ◇ The university's honesty policy regarding cheating and use of copyrighted material  
*All students are required to abide by the Academic Honesty Guidelines that have been accepted by the university. This includes among other things sanctions for cheating, misrepresentation, plagiarism, and illegal use of copyrighted materials. For complete information please see: <http://www.dso.ufl.edu/judicial/honestybrochure.htm>*
- ◇ Class demeanor expected by the professor of students during class (late arrivals, cell phones/pages, etc.)
  - **CELL PHONES:** Students in the SAAH must turn off beepers and cell phones during class.
- ◇ Phone number and contact sites for university counseling services and mental health services.
  - **Counseling Services:** <http://www.counsel.ufl.edu> 392-1575 Peabody Hall

Examples of SAAH faculty syllabi, including course outlines, reading lists, attendance, lateness, critique and assignment policies are available at <http://www.arts.ufl.edu/art/Resources/syllabi.asp>