

Note: see attached course announcement for much of this information

1. Course number, instructor, number of credits, prerequisites.

Enrollment in geology or another scientific discipline.

2. Instructor (and if applicable, Teaching Assistant) information: name, office location, office hours, telephone, email.

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3. Course readings/materials: course textbook, author, publisher. Supplementary readings (indicate whether required or recommended) and any supplies required.

4. Course description: content of the course and how it fits into the broader curriculum; expected proficiencies required to undertake the course, if applicable. May include, and must be consistent with, catalog course description.

5. Course Goals (more general) and Student Learning Outcomes (provide examples)  
To provide a better understanding of science, the position of geology within the sciences, and the history and nature of geology.

6. Instructional methods: describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. Course calendar: a schedule (daily or weekly major topics or assignments). You may call the outline Tentative or Work in progress to allow for modifications during the semester.

Books will be selected at the first meeting. Subsequent meetings will be set at appropriate intervals related to the length and difficulty of individual selections.

8. Course policies: specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

Participants must read the selections and participate in discussion. If something prevents this, a suitable substitute must be arranged with the instructor.

9. Evaluation: specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.)

Students are required to read all the selections as well as the discussion guides and come to all discussions prepared to participate. If circumstances prevent this, suitable substitutes must be arranged with the instructor.

10. Support Services: describe the student support services (local and/or regional) appropriate for the course.

11. Disabilities Services: The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. State that you will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities."

EFFECTIVE:     Fall 2004

RATIONALE:    The quality and content of syllabi vary tremendously across UAF. This legislation will both provide a guide to what needs to be in a syllabus and require instructors to provide them.