

**UNIVERSITY OF KENTUCKY
COLLEGE OF PUBLIC HEALTH**

Draft, Subject to change

Course Syllabus
CPH [Course Number] [Section Number] [Course Title]
[Semester and Year]

[Location of Classroom; Meeting Days; Meeting Times]

Contact information

Instructor: [Instructor's Name]
[Instructor's Office Address]

Telephone: [Instructor's Office Telephone Number]

E-mail: [Specify preferred method of contact]

Office Hours: [Days and Times] [Walk-in vs. Appointment]

Course description

[Descriptive paragraph describing the course using University Bulletin description followed by a more detailed description]]

Course rationale:

[Descriptive paragraph establishing how this course meets the College of Public Health objectives specific to the department and the students' future roles in public health. Answer the question: Why is this course important to the student?]

Course prerequisites

[List any prerequisites required for the course]

Course objectives

[List 4-6 broad course objectives]

Public Health Competencies for [specific to the course]

[Provide a list of the appropriate Public Health competencies for the specific course being taught]

Student learning outcomes:

Upon completion of this course, the learner will:

[List 4-6 specific learning outcomes, using action verbs to describe what students should be able to do upon completion of the course]

Textbooks

[List textbooks required for the course including full bibliographic information]

Course requirements and learner evaluation

Course grades will be based upon evaluation of the following activities: **[note the portion of the final grade represented by each component**

[General Grading Criteria based on assignments and class participation if appropriate]

100-90=A

89-80=B

79-70=C

0-69=F

[List specific course requirements that will be graded; i.e., papers, projects, tests, participation etc.,]

Instructor expectations

[list your expectations of the students (some suggestions are listed below)]:

1. I expect you to attend every class session. The components are highly interrelated; missing a class will detract from the learning potential of subsequent sessions.
2. I expect you to be in the classroom and prepared to begin work at the scheduled starting time for each session.
3. I expect you to actively participate in the discussions. This is not the type of class where you can “sit back and listen.”
4. I expect you to submit papers using proper English grammar, syntax, and spelling. You are encouraged to use spell check and grammar check prior to submitting your written work. The Writing Laboratory is available to anyone who may need assistance. Grammar, syntax, and spelling will account for 10% of the grade for written work.
5. I expect (and encourage) you to provide honest and timely feedback regarding the content and process of this course throughout the semester.
6. I expect you during the semester to interactively engage via Blackboard with the other students and the instructor.
7. I expect you to share in the responsibility for making this course an enjoyable and beneficial learning experience.
8. Wikipedia *cannot* be used as a cited reference as noted by a co-founder of Wikipedia! You may use Wikipedia to identify appropriate source material. Remember Wikipedia is *not* peer reviewed!
9. I require that each learner will utilize the *APA Publication Manual* as a guide for writing papers for this course and the grading rubric will be based on its precepts.

Academic honesty

Academic honesty is highly valued at the University. You must always submit work that represents your original words or ideas. If any words or ideas used in a class assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable sources. Please see the University's policies concerning the consequences for plagiarism. Source: www.uky.edu/ombud/plagerism.pdf Policy: www.uky.edu/usc/new/rulesandregulationsmark.htm

Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, submit to me a Letter of Accommodation from the Disability Resource Center (www.uky.edu/TLC/grants/uk_ed/services/drc.html). If you have not already done so, please register with the Disability Resource Center for coordination of campus disability services available to students with disabilities.

Religious Observances

Students will be given the opportunity to make up work (typically, exams or assignments) when students notify their instructor that religious observances prevent the student from doing their work at its scheduled time. Students must notify the course instructor at least two weeks prior to such an absence and propose how to make up the missed academic work.

Inclement weather

The University of Kentucky has a detailed policy for decisions to close in inclement weather. The snow policy is described in detail at <http://www.uky.edu/MicroLabs/documents/p-weather.pdf> or you can call (859) 257-5684.

Late work policy

[State your requirements for timeliness of work including penalty/no penalty for late work]

Excused absences policy

Attendance, excused absences and make-up opportunities for this course will conform to the course policies established by the Office of Academic Ombud Services as found at www.uky.edu/Ombud/policies.php

OR provide specifics about your excused absence policies

Course schedule and topics

[Provide the course schedule by date and topic including assignments, exams/quizzes and final exam including relative value given to each activity in the calculation of the course grade. This section is wide open for your creativity.]

[Final Examination information – date, time, duration, location]