

University of Missouri-Kansas City  
School of Medicine  
Graduate Course Syllabus Content  
Updated 12.01.10

Information to include:

- Course number and title
- Course description and/or overview
- Course goal or objectives (not the student learning objectives)
- Student learning objectives (the syllabus must minimally include the overall learning objectives for the course. Then in most cases each lecture/module should have specific learning objectives, which could be provided at the time of lecture/topic)
- Course director name and contact information
- Course coordinator name and contact information (if applicable)
- Other course faculty names and contact information (if applicable)
- Course learning materials, such as required textbook, blackboard information, any other media support
- Grading details, describe components that make up final grade, number of exams, assignments (type of assignments, attendance if it counts, etc. Include score range for letter grade. Describe any minimum scores required to pass the course (per exam or cumulative).
- If you have an attendance policy more stringent than university policy describe it.
- Testing details if applicable, for example if carried out in computer testing center.
- The course withdrawal policy, which should include dates and the corresponding withdrawal options (i.e. W = Withdraw Without Academic Assessment or WF = Withdraw Failing). Those dates are set by the academic calendar.  
<http://www.umkc.edu/registrar/acal.asp>
- Course evaluation: include a statement re: completion of the confidential course evaluation is a requirement for the course.
- Specific course schedule with outlined activities. You should be able to provide students with a detailed schedule (weekly or by each class meeting) that will guide them in preparation for each class, such as reading and other assignments.
- Describe your Email and blackboard requirements, such as: You are required to use an UMKC email account for correspondence in this class. We will not be responsible for the receipt of emails sent to locations other than those ending with umkc.edu.
  
- Must include the following statement of discrimination and sexual harassment verbatim (except where you need to fill in names):

Statement of Discrimination & Sexual Harassment:

The faculty, administration, staff, and students of the University of Missouri-Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to create a culture of respect everywhere on campus and at all times through our actions and speech. As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination. Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual

orientation, age, rank, or any other characteristic will not be tolerated. Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the course director [ insert name here] or department chair [ insert name here ], to Dr. Susan Wilson, Associate Dean for cultural Enhancement and Diversity in office M1-109 of the office of the Dean of the School of Medicine, and/or the Affirmative Action Office. The Affirmative Action Office, which is ultimately responsible for investigating all complaints of discrimination or sexual harassment, is located at 218A Administrative Center, 5115 Oak Street; the office may be contacted at 816-235-1323. All formal complaints will be investigated and appropriate action taken.

Statement: Unanimously adopted by the Faculty Senate, September 2, 2008.

- Must include FERPA statement (minimally what is below):

All educational records are protected by FERPA (Family Education Rights and Privacy Act) as described in the University Collected Rules and Regulations, section 180.020 Student Records. If you have questions or would like more information regarding this regulation and its implementation at UMKC visit

[http://www.umkc.edu/registrar/records/ferpa\\_students.asp](http://www.umkc.edu/registrar/records/ferpa_students.asp)

or <http://www.umsystem.edu/ums/departments/gc/rules/information/180/020.shtml>

- Must include Disability statement (minimally what is below):

Students with disabilities will be accommodated as outlined by the Office of Services for Students with Disabilities at <http://www.umkc.edu/disability/>

- Consider including a statement regarding student conduct, such as:

In order to maintain a proper learning environment within the classroom, it is important for all students enrolled in this course to treat both the faculty and their peers with courtesy, civility and respect. Conduct for which students are subject to sanctions includes academic dishonesty, such as cheating, plagiarism, or sabotage. For more information regarding this regulation visit

<http://www.umsystem.edu/ums/departments/gc/rules/programs/200/010.shtml>

Other sample statements:

Students whose behavior is deemed disruptive by their instructor may be told to leave the classroom for the remainder of the session.

Any student caught cheating will receive [ fill in consequence ]