|  |  |
| --- | --- |
| **Facebook Icon** | [**@UFHHP**](https://www.facebook.com/UFHHP/) |
| **Instagram Icon** | [**@ufhhp**](https://www.instagram.com/ufhhp/?hl=en) |
| **Twitter Icon**  | [**@UF\_HHP**](https://twitter.com/UF_HHP?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor) |
| **LinkedIn Icon** | [**APK LinkedIn**](https://www.linkedin.com/showcase/university-of-florida-department-of-applied-physiology-and-kinesiology?trk=affiliated-pages) |

# Department of Applied Physiology & Kinesiology College of Health & Human Performance University of FloridaCourse Title

***Connect with HHP***

|  |  |
| --- | --- |
|  |  |

**Course Code | Class Number | Credits | Term Year**

## Course Info

|  |  |
| --- | --- |
| INSTRUCTOR | **Name & Credentials** [this is a REQUIRED element of all syllabi]Office: Office PhoneEmail: Preferred Method of Contact: |
| OFFICE HOURS | Dates, times, locations [this is a REQUIRED element of all syllabi] |
| MEETING TIME/LOCATION | [Online example] Access course through Canvas on UF e-Learning (<https://elearning.ufl.edu/>) & the Canvas mobile app by Instructure[Live example] FLG 245 T period 4, R periods 4-5 |

### **COURSE DESCRIPTION**

This is a RREQUIRED element of all syllabi. This description needs to match the UF course catalog as well as the State Course Numbering System (SCNS) description. Minor differences in wording are acceptable and adding details specific to your course is fine. The official course description should be the same for all sections of a course, regardless of instructor. This cannot be modified without going through the curriculum change process.

### **PREREQUISITE KNOWLEDGE AND SKILLS**

This is NOT required for syllabi, but students appreciate it. If used, these need to match the UF course catalog and the SCNS. If there are no prerequisites for your course, you can state that.

### REQUIRED AND RECOMMENDED MATERIALS

This is a REQUIRED element of all syllabi. Please include all required AND RECOMMENDED materials. If you plan to provide students with printed documents or online materials, state that here. If using a textbook, please be sure to include the full ISBN. Additionally, if you are using UF All Access, that process needs to be described here. Materials and Supplies Fees should be included in this section, if applicable.

***Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor(s). The instructor(s) is only responsible for these instructional materials.***

### **COURSE FORMAT**

This is NOT required for syllabi, but it is helpful especially for courses with non-traditional course formatting. Provide students with a basic or detailed description of the set up for the course. Will you meet three times a week for live lecture and that’s it? Will you watch lecture videos online and then meet in the classroom for active learning? Will there be differences in this format week-to-week. Give students some idea of what to expect.

### COURSE LEARNING OBJECTIVES

This is a REQUIRED element for all syllabi. This section can include broad course goals OR more specific/measurable course learning objectives/outcomes. It is generally preferred that you employ measurable learning objectives/outcomes, especially if this course is one in which data is collected for accreditation reporting purposes.

## Course & University Policies

### **ATTENDANCE**

This is a REQUIRED element of all syllabi. A statement related to class attendance, make-up exams and other work such as: “Requirements for class attendance and make-up exams, assignments, and other work in the course are consistent with university policies. See [UF Academic Regulations and Policies](https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/) for more information regarding the University Attendance Policies.” *Please keep in mind that HHP requires a grading instrument/rubric be present within a syllabus for any course element that is subjectively graded, such as* ***participation****.*

### **PERSONAL CONDUCT & ACADEMIC INTEGRITY**

The University’s honesty policy regarding cheating/plagiarism/etc…as well as demeanor expected by the professor are RECOMMENDED element of all syllabi. Possible wording: University of Florida students are bound by the Honor Pledge. On all work submitted for credit by a student, the following pledge is required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The [Student Honor Code and Conduct Code](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/) ([Regulation 4.040](https://policy.ufl.edu/regulation/4-040/)) specifies a number of behaviors that are in violation of this code, as well as the process for reported allegations and sanctions that may be implemented. All potential violations of the code will be reported to Student Conduct and Conflict Resolution. If a student is found responsible for an Honor Code violation in this course, the instructor will enter a Grade Adjustment sanction which may be up to or including failure of the course. *Feel free to include more details on your personal policies for student behaviors (cell phone use, etc.)*

### Appropriate Use of AI Technology

This is NOT a required element of syllabi, but you may want to consider including it. Possible wording: The UF Honor Code strictly prohibits [*cheating.*](https://policy.ufl.edu/regulation/4-040/#:~:text=doing%20this%20assignment.%E2%80%9D-,(a)%20Cheating.,-A%20Student%20shall) The use of any materials or resources prepared by another person or Entity (inclusive of generative AI tools) without the other person or Entity’s express consent or without proper attribution to the other person or Entity is considered *cheating.* Additionally, the use of any materials or resources, through any medium, which the Faculty / Instructor has not given express permission to use and that may confer an academic benefit to a student, constitutes *cheating*.

### IN-CLASS RECORDING

This is a RECOMMENDED element of all syllabi. Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Publication without permission of the instructor is prohibited.

To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

### **EXAM MAKE-UP POLICY**

This is a REQUIRED element of all syllabi. A statement related to class attendance, make-up exams and other work such as: “Requirements for class attendance and make-up exams, assignments, and other work in the course are consistent with university policies. See [UF Academic Regulations and Policies](https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/) for more information regarding the University Attendance Policies.” *It is recommended that you be as specific as you can in this area so that students know what is expected of them if/when exams cannot be completed per the syllabus schedule. Whatever your policy, it must align with UF’s regulations.*

### **ACCOMMODATING STUDENTS WITH DISABILITIES**

This is a REQUIRED element for all syllabi. Suggested wording: Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting their Get Started page at <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester. *Any variation of this statement is acceptable. More details are always helpful for our DRC-registered students.*

### **COURSE EVALUATIONS**

This is a REQUIRED element for all syllabi. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online. Students can complete evaluations in three ways: (1) The email they receive from GatorEvals, (2) Their Canvas course menu under GatorEvals, or (3) The central portal located [here](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy-ufl.bluera.com%2F&data=05%7C02%7Cjahlgren%40ufl.edu%7Ceda35409e44e4507215608dd3a49d6fa%7C0d4da0f84a314d76ace60a62331e1b84%7C0%7C0%7C638730810996600063%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=6iCWR2GuG%2BFFomsdfAQyMXjh9nEdfISWSXSnSeM%2BR1Y%3D&reserved=0). Guidance on how to provide constructive feedback is available at [the gator evals site](https://gatorevals.aa.ufl.edu/students/). Students will be notified when the evaluation period opens. Summaries of course evaluation results are also available at [the gator evals site](https://gatorevals.aa.ufl.edu/public-results/).

## Getting Help

### HEALTH & WELLNESS

* ***U Matter, We Care****:* If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](https://umatter.ufl.edu/) to refer or report a concern and a team member will reach out to the student in distress.
* ***Counseling and Wellness Center****:* Visit the [Counseling and Wellness Center website](https://counseling.ufl.edu/) or call 352-392-1575 for information on crisis services as well as non-crisis services.
* ***Student Health Care Center****:* Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](https://shcc.ufl.edu/).
* ***University Police Department****:* Visit [UF Police Department website](https://police.ufl.edu/) or call 352-392-1111 (or 9-1-1 for emergencies).
* ***UF Health Shands Emergency Room / Trauma Center****:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; or visit the [UF Health Emergency Room and Trauma Center website](https://ufhealth.org/locations/uf-health-shands-emergency-room-trauma-center/).
* ***GatorWell Health Promotion Services****:* For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](https://gatorwell.ufsa.ufl.edu/) or call 352-273-4450.

### ACADEMIC RESOURCES

* ***E-learning technical support***: Contact the [UF Computing Help Desk](https://it.ufl.edu/helpdesk/) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
* [***Career Connections Center***](https://career.ufl.edu/): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
* [***Library Support***](https://uflib.ufl.edu/): Various ways to receive assistance with respect to using the libraries or finding resources.
* [***Teaching Center***](https://academicresources.clas.ufl.edu/): Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.
* [***Writing Studio***](https://writing.ufl.edu/writing-studio/): 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
* ***Student Complaints & Grievances***: Students are encouraged to communicate first with the involved person(s), but [here](https://flexible.dce.ufl.edu/media/flexibledceufledu/documents/student_complaint_grievance_policy.pdf) is more information on the appropriate reporting process.

### DEPARTMENT ADMINISTRATORS

For suggestions or concerns related to APK courses or programming, please reach out to any of the following:

* Dr. David Vaillancourt (he/him), APK Department Chair, vcourt@ufl.edu
* Dr. Demetra Christou (she/her), APK Department Vice Chair, ddchristou@hhp.ufl.edu
* Dr. Steve Coombes (he/him), APK Graduate Coordinator, scoombes@ufl.edu
* Dr. Joslyn Ahlgren (she/her), APK Undergraduate Coordinator, jahlgren@ufl.edu

## Grading

This is a REQUIRED element of all syllabi. Methods by which students will be evaluated and their grade determined. Provide students with an overview of how they will be assessed in the course. A table like the one below is recommended, but not necessary—as long as it is clear what percent or points of the total grade each component represents. For each graded component within your course, provide more detailed descriptions and grading rubrics for subjectively graded work.

|  |  |
| --- | --- |
| Evaluation Components  | Percent of Total Grade |
|  Exams (3) | 30% |
|  Quizzes (6) | 20% |
|  Class participation (variable) | 10% |
|  Homework (10) | 25% |
|  Final paper (1) | 15% |

***Exams***  – *provide as much detail as you are comfortable with sharing.*

***Quizzes***  – *provide as much detail as you are comfortable with sharing.*

***Class Participation*** –*This is an example of a subjectively graded course component, so a grading instrument or rubric is REQUIRED. An example rubric used in Joslyn Ahlgren’s Kinetic Anatomy course for class participation is, “Students can earn up to two points for participating in active learning sessions: one point is awarded for arriving on time and one point is awarded for collaborating with at least one other person during the session. Any point deductions will be notated in canvas comments.”*

***Homework*** – *provide as much detail as you are comfortable with sharing.*

***Final Paper*** – *This is an example of a subjectively graded course component, so a grading instrument or rubric is REQUIRED. The following would qualify as a sufficient grading instrument/rubric for syllabus purposes, “The grade for this paper will be determined using the following categories and percentages: Thesis (20%), Supporting Research (30%), Focus and Content (20%), Organization (10%), Style (5%), Mechanics and Usage (5%), APA In-text Citations (5%), APA Works Cited Page (5%). A more detailed rubric will be provided in CANVAS.”*

### GRADING SCALE

This is a REQUIRED element of all syllabi. Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the University grades and grading policies: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/> *If you include a table, it needs to include GPA associated with each letter grade.*

|  |  |  |
| --- | --- | --- |
| Letter Grade | Percent of Total Points Associated with Each Letter Grade | GPA Impact of Each Letter Grade |
| A | 93.00-100% | 4.0 |
| A- | 90.00-92.99% | 3.67 |
|  B+ | 87.00-89.99% | 3.33 |
| B | 83.00-86.99% | 3.0 |
| B- | 80.00-82.99% | 2.67 |
|  C+ | 77.00-79.99% | 2.33 |
| C | 73.00-76.99% | 2.0 |
| C- | 70.00-72.99% | 1.67 |
|  D+ | 67.00-69.99% | 1.33 |
| D | 63.00-66.99% | 1.0 |
| D- | 60.00-62.99% | 0.67 |
| E | 0-59.99% | 0 |

## Weekly Course Schedule

### CRITICAL DATES & UF OBSERVED HOLIDAYS

This section is NOT required of syllabi.

* January 17: Martin Luther King, Jr. Day (Monday)
* March 7 – 11: UF Spring Break (Monday - Friday)
* April 21 – 22: UF Spring Semester Reading Days (Thursday – Friday)

### WEEKLY SCHEDULE

This is a REQUIRED element of all syllabi. You MUST provide a weekly schedule of topics and assignments. *If you have a comprehensive final exam, it must be given in finals week. If you have a “last exam” that is not comprehensive, that may be administered in the last week of class but not on reading days.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Dates** | **Topic and Assignments** | **Due Dates** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| **Comprehensive Final Exam – Date – Time - Location** |

### SUCCESS AND STUDY TIPS

This is NOT required of syllabi. *Provide students with your best advice for success in your course. What are you ALWAYS telling students after the first exam or during office hours? What do students who’ve excelled in your course recommend? Students appreciate this kind of information.*

*Last updated on 2/5/25 by Joslyn Ahlgren – highlighted comment/review bubbles indicate mandatory and NEW updates. All comment/review bubbles provide additional explanation or resources. Please be sure to delete red descriptive text and comment bubbles prior to publishing to your students.* [UF Policy on Course Syllabi](https://syllabus.ufl.edu/media/syllabusufledu/UFSyllabusPolicy20240806.pdf)

## Styling Guidelines:

If you need to add any sections, use the following Headings in the Styles panel. You should not add any “Heading 1” titles. You should only have one Heading 1 per word document (the title).

## Heading 2 – Main Sections – Gator Orange RGB = 250, 70, 22

### HEADING 3 – Sub-sections – Gator Blue RGB = 0, 33, 165