**Syllabus: PHYS 1300 Introduction to Musical Acoustics**

**Fall 2014**

**Instructor:** Professor Alex Weiss

**Office:** 108 Science Hall (Physics Main Office)

**Hours:** Immediately after class

**Box:** 19059

**Phone:** 817-272-2266

**Fax:** 817-272-3637

**E-Mail:** Weiss@uta.edu

**WWW site:** <<http://www.uta.edu/profiles/Alexander-Weiss>>

**Texts**: Donald E. Hall, Musical Acoustics, (Any Edition), Brooks/Cole, Pacific Grove, CA

**Course Prerequisites:** None listed.

**Course Description:** An introduction for the Music Major (and others interested in music) to the nature of periodic motion, characteristics of sound waves and sources of sound used in music. Additional topics will include a discussion of sound perception, musical scales and temperament, and the recording and reproduction of sound.

**Course Learning Goals/Objectives:** The goal of this course is to provide students with an overview and understanding of the physical phenomena underlying sound and music.

**Proposed topics to be covered:**

1. Nature of Sound

2. Waves and Vibration-Periodic Motion

3. Sources of Sound

4. Sound Propagation

5. Sound Intensity and Measurement

6 The Human Ear and Its Response

7. Sound Spectra and Electronic Synthesis

8. The Physical Underpinning of Modern Musical Instruments

9. The human voice

10. Sound Reproduction

11. Harmonic Intervals and Tuning

12. The Acoustics of Chambers, Rooms and Halls

**Attendance and Drop Policy:** Attendance is required. Absences should be discussed with the instructor - preferably before they occur. Dropping with a W is possible (for students with a passing average) with the permission of the instructor up to the last drop date allowed by the Graduate school and registrar.

**Experiential learning / Lab Reports**: Lab report specifications for a particular lab may be provided by your lab instructor. If you are not given specific instructions for a particular lab then the following guidelines would apply: The lab report should consist of at least one sheet (both sides) with as many equations, schematic diagrams, and graphs (hand sketches are fine but be sure to include the relevant units and magnitudes!) as you can fit and think relevant.

**Tests and reports:** We will have 5 quizzes and a final report.

**Homework:** Will be collected and evaluated.

**Experiential learning / Lab Grade and Final Project:** A grade will be assigned based on your overall performance in experiential learning / laband your lab reports. The final few labs will be devoted to building, playing, and analyzing an instrument. The final project will include a written summary of your analysis of a musical instrument.

Term Average = [3/5(Quiz Average) + 1/5 (Lab evaluation and Lab reports )+ 1/5(Signature Assignment)] +/- 5 points for homework completion.

Term Average Letter Grade

90-100 A

80-89 B

70-79 C

60-69 D

< 60 F

Signature Assignment: Physical Analysis of a Musical Instrument of Your Choice

Instructions: The signature assignment will require some library research, some laboratory work and measurements. Your results will be reported in a term paper of 8-10 pages (double spaced 12pt including graphs and figures).

* + - 1. Choose an instrument for your report
      2. Perform web based and library research regarding the history and physical analysis of your instrument.
      3. Construct a model instrument based on the same principles as your selected instrument (e.g. if you play a violin, construct a string instrument, if you play a wood wind construct a reed instrument analog. The instrument should include a mechanism for producing sound and for selecting musical notes. The instrument should be capable of playing a simple tune consisting of at minimum 4 distinct musical pitches.

The content of the written paper should include:

I. Introduction

* 1. History of your instrument.
  2. Musical role of your instrument.

1. Physics analysis of your instrument (See Chapters 9 -15 in Musical Acoustics, Donald E. Hall).
   1. Where does the energy come from-where does it go?
   2. What is the part of the instrument that is oscillating? What causes it to vibrate.
   3. What is the role of resonances in your instrument?
   4. How do the vibrations of the vibrating part (e.g. string, membrane, reed, airstream etc.) produce sound waves in the air?
   5. What are the directional properties resulting from the coupling system (e.g. what are the directional properties of a Bell or Horn or of the soundboard of a piano or the body of a violin)?
   6. How is the pitch selected in your instrument (e.g. string tension and length, length of air column (finger holes, slides, valves and extra piping)? What role does the musician play in pitch selection.
   7. How does temperature affect your instrument?
   8. How and why are overtones generated by your instrument.
   9. How does the design of the instrument affect which of the overtones are present and or emphasized (e.g. full harmonic series, odd harmonics emphasized, formants)?
   10. What is the role of the overtones in determining the timbre of the instrument?
   11. What is the role of transient (short lived) vibrational modes and overtones in establishing the sound of your instrument and its role in music.
   12. How do room acoustics affect your instrument?
2. Analysis of your instrument’s sound
   1. Computer plot of the wave forms of your actual and mode instruments playing different notes and under different conditions (with a mute, without a mute, different fingerings).
   2. Computer plot of the absolute value of the amplitude versus frequency (spectral analysis) of your instrument.
   3. Discussion of the relationship between the observed wave form and observed spectral analysis.
   4. Discussion of the relationship between the observed spectral analysis and the physics of how music is produced in your instrument (e.g. do you see the full harmonic series, are odd harmonics emphasized, do you see formants).

**Attendance and Drop Policy:** Attendance is considered highly important and will your attendance will be taken into account by your instructor. Absences should be discussed with the instructor - preferably before they occur. Dropping with a W is possible (for students with a passing average) with the permission of the instructor up to the last drop date allowed by the Graduate school and registrar.

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Lab Safety Training:** [Required for laboratory courses in the Colleges of Engineering and Science] Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

[As necessary, continue with specific course-based information regarding the module(s) required, etc.]

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located to the left as you exit the classroom. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

**Disabilities**

The Univ. of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public law 93112-The Rehabilitation Act of 1`973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act - (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide **"reasonable accommodation"** to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with **informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels.**

**Library Information**: phys.html <http://www.uta.edu/library/research/rt-phys.html>

**Drop for non-payment of tuition**

If you are dropped from this class for non-payment of tuition, you may secure an Enrollment Loan through the Bursar's Office. You may not continue to attend class until your Enrollment Loan has been applied to outstanding tuition fees.

Introduction to Musical Acoustics Laboratory Syllabus

Required Materials: Physics Lab write ups will be provided each week in lab.

Teaching Assistant:

Attendance Policy: As outlined in the lab manual you are expected to attend the lab section in which you are enrolled. If circumstances arise which prevents you from attending your normal lab time a Request to Attend Alternate Lab form must be completed and authorized prior to attending another lab section, it can be obtained from your lab instructor or the lab coordinator. The physics main office staff cannot give this permission.

University excused absence policy requires that the student notify the instructor a week in advance. Due to the lab schedule a coordinate effort should be made to attend a lab during the scheduled week.

Multiple absences due to chronic medical problems will be handled on an individual basis.

Students with Disabilities: Students who need an accommodation based on disability should arrange to meet with the lab coordinator to see what arrangements need to be made to accommodate their needs.

Missed Labs

There will be no makeup labs at the end of the semester.

For all students the lowest lab report grade will be dropped and the lab report average taken from the remaining labs. In the case of a missed lab this will be your lowest lab grade. If more than one lab has been missed the additional missed labs will receive a grade of zero

Grading: The lab grade is part of your course grade and its percentage to the course grade is determined by the course instructor. The lab grade that will be submitted to your course instructor is based on your participation and your lab report.

Lab grade break down:

Lab report 60%

Lab participation 40% (use of cell phones during lab is grounds for deducting points)

Lab reports are due at the end of the lab period.

There will be no make-up lab see Missed Labs in the preceding section.

The lowest lab report grade will be dropped and the lab report average taken from the remaining 8 lab grades.

|  |  |  |
| --- | --- | --- |
| **Week of** | **Topic** | **Lab Handout** |
| Sept 1 | Speed of Sound I (Echo Method) | [Lab 1](http://www.uta.edu/physics/labs/1300/LAB-1_Speed_of_Sound_Echo.pdf) |
| Sept 8 | Standing Waves I | [Lab 2](http://www.uta.edu/physics/labs/1300/LAB-2-Standing_Waves_I.pdf) |
| Sept 15 | Speed of Sound II | [Lab 3](http://www.uta.edu/physics/labs/1300/LAB-3-Speed_of_sound.pdf) |
| Sept 22 | Simple Harmonic Motion | [Lab 4](http://www.uta.edu/physics/labs/1300/LAB-4-SHM.pdf) |
| Sept 29 | Diffraction | [Lab 5](http://www.uta.edu/physics/labs/1300/LAB-5-Diffraction.pdf) |
| Oct 6 | Beats | [Lab 6](http://www.uta.edu/physics/labs/1300/LAB-6-Beats.pdf) |
| Oct 13 | Sound Intensity | [Lab 7](http://www.uta.edu/physics/labs/1300/LAB-9-Intensity.pdf) |
| Oct 20 | OFF WEEK |  |
| Oct 27 | Power Spectrum and Wave forms You will be asked to bring in a musical instrument. | [Lab 8](http://www.uta.edu/physics/labs/1300/Lab-10-Power_Spectrum.pdf) |
| Nov 3 | Standing Waves II | [Lab 9](http://www.uta.edu/physics/labs/1300/LAB-7-StandingWaves_and_Harmonics.pdf) |
| Nov 10 | Build a speaker | [Lab 10](http://www.uta.edu/physics/labs/1300/LAB-8-Speaker.pdf) |
| Nov 17 | Labs are finished: Have a Safe and Happy Thanksgiving |  |

**The UT Arlington Syllabus Template for 2014-15  
*Frequently Asked Questions***

|  |  |
| --- | --- |
| **What’s new for 2014-15?** | The two most important revisions to this year’s template are:   1. The new section titled “Title IX”; and 2. An important change in the wording of the attendance policy.   Both of these two elements include required verbiage. We have also made minor revisions throughout; added a new optional paragraph about the Writing Center; inserted a new end-of-syllabus text box with emergency contact numbers; and updated the information about the library. |
| **When must my course syllabus be issued and posted?** | A syllabus for each course that you teach (as the instructor of record) must be made available to students in a medium of your choosing (hard copy, electronic format, or both) by the first day of class. |
| **Where must each syllabus be posted?** | Regardless of how you make a syllabus available to students, a syllabus for each course you teach **must** be posted to your faculty profile by the first day of class.   * To access your faculty profile, go to [**https://www.uta.edu/mentis**](https://www.uta.edu/mentis). * For guidance on how to upload your syllabus to the Profile System, visit [**https://www.uta.edu/provost/administrative-forms/index.php**](https://www.uta.edu/provost/administrative-forms/index.php) and choose one of the two “how to” options under “course-related information.”   Use of the Profile System has allows for compliance with state law regarding public access to course information. This system, housed with the “Mentis” platform, is the sole official University repository for all syllabuses. While you may post or archive a syllabus in other locations, doing so does not meet the requirement to post the syllabus in the Profile System. |
| **Who is responsible for ensuring that a syllabus has been posted online?** | The timely and accurate posting of all course syllabuses is the joint responsibility of the course instructor and his or her immediate supervisor. While some units may delegate the task to an administrative staff person, the instructor and his or her immediate supervisor share responsibility for adherence to relevant policies. |
| **What must be in the syllabus?** | See the following pages for University-required elements. Contact your home unit for additional advice pertaining to any relevant local policies. |
| **Is my syllabus binding?** | Yes, in that the syllabus represents a good faith account of what you have planned for the course. As the instructor of record, you may always make adjustments that serve your students’ best educational interests. Any changes to the syllabus should be announced in a timely fashion, particularly if the change involves a major exam, paper, or project. It is further advised that any syllabus changes be issued in writing *(e.g., via* e-mail, in Blackboard, or with a handout). |
| **May I adjust the formatting of the official template?** | Yes! You control the formatting and visual presentation of your syllabus. What’s most important to take from this template is content. In the template:   * **Black text** is **required**. * **Blue text (except for hyperlinks)** is **optional**. * **Red text** is **information for you**; be sure to **remove** it from the final document.   Specific colleges, schools, departments, or programs may require additional text. Consult your unit administration for details. |

**Direct questions about syllabus policies to** [**David Silva**](mailto:djsilva@uta.edu?subject=An%20inquiry%20from%20the%20Syllabus%20Template%20File)**, Vice Provost for Faculty Affairs.**

**This first page is not part of the syllabus. The syllabus template begins on the following page.**

syllabus-template\_2148\_2014-15.docx

**PREF ####:** Course Title Goes Here

Fall/Spring/Summer 20XX

**Instructor(s):** [Insert Name(s)]

**Office Number:** [Insert building and office number]

**Office Telephone Number:** [Insert office telephone number. If you do not have an office telephone, insert the number of your academic department. [**Providing a personal phone number is strongly discouraged (e.g. cell phone number)**, as your syllabus will be publically accessible on the internet.]

**Email Address:** [Insert your UT Arlington email address] [For reasons of web security, faculty, staff, and students must use their **official** UT Arlington e-mail address for all university-related business.]

**Faculty Profile:** [Insert your Profile URL, e.g. <https://www.uta.edu/mentis/public/#profile/profile/view/id/1554/>.] [If you elect to include this URL, be sure that the last four digits of the address are associated with your profile, and not somebody else’s.]

**Office Hours:** [Insert schedule of office hours] [As neither the UT System nor UT Arlington has any official policies that specify the length, frequency, or scheduling of faculty office hours, policies determined by each college, school or departmental shall prevail; where no such policy exists, faculty members should establish office hours that reflect sound professional judgments made in the best educational interests of their students.]

**Section Information:** [Insert course prefix, number, and section]

**Time and Place of Class Meetings:** [Insert building, classroom number, day and time of meeting]

**Description of Course Content:** [Insert brief description of course content.] [Suggestion: Cut and paste the course description as it appears in the catalog.]

**Student Learning Outcomes:** [Insert measurable student learning outcomes] [For assistance on how to write useful learning outcomes, visit <http://www.uta.edu/ctle/assessment/index.php>.]

**Required Textbooks and Other Course Materials:** [Insert list of all required materials followed by a list of other materials that are optional.]

**Descriptions of major assignments and examinations:** [Insert a description of major course requirements, examinations, and projects.] [How to define “major” is left to you. You may also elect to indicate the anticipated due date for each task, but doing so is not required.]

**Attendance:** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, [insert your attendance policy and/or expectations, e.g. “I will not take attendance” or “I allow students to attend class at their own discretion” or “I have elected to take attendance but will not factor attendance into the grade” or “I have decided that attendance at class meetings is not required but strongly encouraged” or “I have established following attendance policy: …”]

[**Important!** Be sure that you include this section on attendance, even if you do not track attendance or factor attendance into the grade. It is important that students understand that any attendance rules applied in your course are your own and *not* a matter of institutional policy. Doing so will keep the University in compliance with Federal regulations as they apply to Title IV funding. (For a summary, see <http://www.tgslc.org/pdf/Program-integrity-R2T4-Taking-Attendance.pdf>.) If you are teaching a course in which attendance / hours must be tracked to meet other non-institutional requirements (e.g., to earn an academically-grounded professional credential), then be sure to clearly indicate the agency that has established the requirement.]

**Other Requirements:** [Optional.] [If relevant, insert special requirements such as specific and course prerequisites, out-of-class meetings, etc. It is *especially* important to let students know if there are any requirements that go beyond regular class meetings so that those with other responsibilities (family, work, other courses) can plan accordingly.]

**Grading**: [Insert a detailed description of grading policies, *including* how the final grade will be calculated.] [Suggested additional language: Optional] Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

**Make-up Exams**: [Optional.] [Insert your make-up exam policy, if any.]

**Expectations for Out-of-Class Study**: [Optional.] [A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc.] [Suggested language] Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional ## hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Grade Grievances**: [Optional.] Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. [Some instructors opt to cut and paste the relevant policy here. No faculty members, department, school or college may create his/her/its own grade grievance policy. For undergraduate courses, see <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>; for graduate courses, see <http://catalog.uta.edu/academicregulations/grades/#graduatetext>.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Lab Safety Training:**  **[Required for laboratory courses in the Colleges of Engineering and Science] Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities.** Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

[As necessary, continue with specific course-based information regarding the module(s) required, etc.]

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** [Required for face-to-face courses; should be omitted for online courses] Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located [insert a description of the nearest exit/emergency exit]. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

[As you see, this section requires faculty members to be fully aware of the exits nearest their classrooms, even before the semester begins. In the case that you are unable to ascertain this information in time for your syllabus, you must be sure to explain to your students on day one how best to exit the building. Inclusion of this verbiage as well as a brief discussion on the matter with your students at the beginning of the term is mandated by UT Arlington Procedure 7-6: Emergency/Fire Evacuation Procedures (<https://www.uta.edu/policy/procedure/7-6)>.]

**Student Support Services**:[Required for all undergraduate courses]UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Writing Center.** **:** [Optional.] The Writing Center, 411 Central Library, offers individual 40 minute sessions to review assignments, *Quick Hits* (5-10 minute quick answers to questions), and workshops on grammar and specific writing projects. Visit [https://uta.mywconline.com/](https://owa.uta.edu/owa/luket@exchange.uta.edu/redir.aspx?C=jqplelmmw0KcvkWv1pRv_rHS8ofUUtFIXl_CWZTLffEmCPyZf3x4ncUbBmD9p3gSPROCbhSJj7U.&URL=https%3a%2f%2futa.mywconline.com%2f) to register and make appointments. For hours, information about the writing workshops we offer, scheduling a classroom visit, and descriptions of the services we offer undergraduates, graduate students, and faculty members, please visit our website at [www.uta.edu/owl/](http://www.uta.edu/owl/).

[Should you learn that your class roster includes students with physical/sensory disabilities, you should arrange to meet *in private* with each of these students to discuss their needs for assistance in the event of an emergency evacuation.]

**Librarian to Contact:** [Optional.] [Insert the name and contact information – look up here: <http://www.uta.edu/library/help/subject-librarians.php> ] [See the end of this document for additional information about library links that might be embedded in your syllabus or other course materials.]

[Additional information specific to your College, School, Departmental, or Program may also be included in the syllabus. Check with your academic unit’s leadership for details.]

**Course Schedule  
[Required]**

You **must** provide students with a schedule / timetable for the course. Furthermore, *per* [House Bill 2504](http://www.legis.state.tx.us/tlodocs/81R/billtext/html/HB02504F.HTM), your course schedule must “[provide] a general description of the subject matter of each lecture or discussion.”

In your course schedule, you should strive to indicate (to the extent possible) dates for all major work to be completed. (The definition of “major” is left to the discretion of each instructor.)

Immediately before or after the course schedule, you are encouraged to include the following verbiage (or something similar): “*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –First M. Last.”* Should you find adjustments to be necessary, please do your best to advise students in a timely manner. (The definition of “timely” is left to the discretion of each instructor.)

If you plan to include important administrative dates (e.g., the officially-scheduled time slot for your course’s final examination, the last day to drop), please be sure to double-check the relevant information published by the Office of [Records and Registration](http://wweb.uta.edu/aao/recordsandregistration/). Particularly useful are the pages for [Faculty and Staff Services](http://wweb.uta.edu/aao/recordsandregistration/content/faculty_staff/default.aspx) and for the [Academic Calendar](http://www.uta.edu/uta/acadcal.php).

**Emergency Phone Numbers**: [Optional but strongly recommended] In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.

[We strongly recommend that you place this information at the very end of your course syllabus or in the footer of the first page. We further recommend that you enter the UTA Police Department’s emergency phone number into your own mobile phone. For non-emergencies, contact the UTA PD at 817-272-3381.]

**This final section is not part of the syllabus template, but a message from the UT Arlington Library.**

Faculty members should feel free to incorporate any of the following information into your course syllabus or other course materials.

Library Home Page <http://www.uta.edu/library>

Subject Guides <http://libguides.uta.edu>

Subject Librarians <http://www.uta.edu/library/help/subject-librarians.php>

Database List <http://www.uta.edu/library/databases/index.php>

Course Reserves <http://pulse.uta.edu/vwebv/enterCourseReserve.do>

Library Tutorials <http://www.uta.edu/library/help/tutorials.php>

Connecting from Off- Campus <http://libguides.uta.edu/offcampus>

Ask A Librarian [http://ask.uta.edu](http://ask.uta.edu/)

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <http://www.uta.edu/library/services/distance.php>.

The subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit <http://libguides.uta.edu/os> and <http://libguides.uta.edu/pols2311fm> . If you have any questions, please feel free to contact Suzanne Beckett, at [sbeckett@uta.edu](mailto:sbeckett@uta.edu) or at 817.272.0923.