2024 Syllabus Template

# About this Template

The following template is provided as an outline for UAB courses. It includes sections, suggested wording, and formatting to communicate the course requirements and expectations.

Text in the template may need to be revised or removed based on your course.

The Title IX and Disability Support Services statements are required by UAB and must be in all syllabi. The statements included in this template are samples provided by the University and may be adapted.

Apply heading and paragraph styles to make your syllabus accessible for students who use screen readers. The main headings in this template are formatted as Heading 1 (h1) with subheadings following the header formatting of h2, h3, h4. Paragraphs are formatted using either Normal or Normal Indented style. Heading and paragraph styles are located under Home>Styles area on the Ribbon Toolbar in Microsoft Word.

# Notes to Faculty

Throughout the syllabus template, there are some notes to faculty. These are highlighted as shown in the example below. Please delete these notes before distributing your syllabus to students.

Provide a description for your late policy.

**IMPORTANT: DON’T FORGET TO DELETE THIS PAGE BEFORE DISTRIBUTING TO STUDENTS**

Course Syllabus

Course Number and Title

**Term:**

**Meeting days, Times:**

**Location:**

**Instructor Name:**

**Email:**

**Phone:**

**Office Location:**

Select the option suited for the course.

Email is the preferred method of contact if you have questions. Please expect a response within 24 hours on weekdays and a slower response on weekends (OR Emails received after 5 pm on Friday will be returned Monday morning). Include <*prefix, course number, and section code*> in the subject line of your email for a faster response. I am available to meet with you in person or virtually via Zoom by appointment. I look forward to seeing you during student hours (see below for my scheduled student hours).

Student Hours (Office Hours)

Select the option suited for the course. Office hours will be in person in office location. If none scheduled, state by appointment.

Virtual office hours will be hosted through Zoom.

Select the option suited for the course.

The Zoom meeting may be accessed by going to the course, clicking on Zoom in the course menu, and then selecting Join beside the office hours meeting.

The Zoom meeting may be accessed using this Zoom link. If using this method, hyperlink the words Zoom link with your personal meeting link.

# Shared Values Statement

Collaboration, integrity, respect, and excellence are core values of our institution and affirm what it means to be a UAB community member. A key foundation of UAB is diversity. At UAB, everybody counts every day. UAB is committed to fostering a respectful, accessible and open campus environment. We value every member of our campus and the richly different perspectives, characteristics and life experiences that contribute to UAB’s unique environment. UAB values and cultivates access, engagement and opportunity in our research, learning, clinical, and work environments. The School of Optometry aims to create an open and welcoming environment and to support the success of all UAB community members.

# Divisive Concepts

All University faculty, instructors and teaching staff have the academic freedom to explore, discuss, and provide instruction on a wide range of topics in an academic setting. This class may present difficult, objectionable, or controversial topics for consideration, but will do so through an objective, scholarly lens designed to encourage critical thinking. Though students may be asked to share their personal views in the academic setting, no student will ever be required to assent or agree with any concept considered “divisive” under Alabama law, nor penalized for refusing to support or endorse such a concept. All students are strongly encouraged to think independently and analytically about all material presented in class and may express their views in a time, place, and manner, consistent with class organization and structure, and in accordance with the University’s commitment to free and open thought, inquiry, and expressions.

Course Information

**Instructional Method**

Select the option suited for the course.

**Online Synchronous:** This class will be conducted entirely online through the Canvas Learning Management System using Zoom and other tools. Students will not attend class on-campus. These classes are designated in the Class Schedule with a section code beginning with the letter "Q". This class requires virtual attendance during the online sessions conducted.

**Online Asynchronous:** This class will be conducted entirely online through the Canvas Learning Management System using recorded video lectures, Zoom and other tools. Students will not attend class on-campus. These classes are designated in the Class Schedule with a section code beginning with the letter "Q". This class does not require virtual attendance.

**Face-to-Face:** This class will be conducted in person, on campus, on the days and times listed in the course schedule. Safety measures must be followed as required by the University. As described below, there may be online elements to the course.

**Course Description**

The course description should provide students with a summary of what is covered in the course including basic topics, themes, and/or content. This description may be utilized for recruitment and/or accreditation and should therefore be current and accurate.

**Course Objectives**

Upon successful completion of this course, you will be able to:

The syllabus should list at least 3-5 learning objectives for the course (or more if appropriate). These should detail key concepts taught within this course. Learning objectives for each course is an ACOE Accreditation requirement.

**Required Text and Course Materials:**

**Optional Texts or Resources:**

**Access to Library Resources (if applicable)**

Some articles in this course are linked from the UAB Libraries databases. If you are using the internet from an IP address on campus, clicking on the link will open the article. If you are using internet in another location, you will be prompted to enter your BlazerID and password to be able to access the article.

Attendance

An explanation of the instructor’s policy on attendance is required.

UAB recognizes that the academic success of individual students is related to their class attendance and participation. While the student handbook at the School of Optometry indicates attendance is mandatory, each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be explained in this section of the syllabus. the course syllabus provided to students at the beginning of the course term.

Course Grading and Policies

The syllabus should include an explanation of how the course grade is calculated. State what assignments, tests, and quizzes will be graded, and state the weighting of each as a percent of the final grade. If attendance is part of the course grade, this should be stated in the syllabus. If the course instructor has a policy regarding late assignments and/or late arrival to a test, this must be stated in the syllabus. The syllabus must clearly state what is needed to pass the course. UAB School of Optometry academic policy states that the grading scale for all didactic courses should match the following:

**Grading Scale (REQUIRED)**

The following scale will be used to determine final grades.

A = 100-90% B = 80-89% C = 70-79% F = <70% All elective courses are Pass/Fail

**Rounding Policy**

Add information describing your rounding policy. Possible language follows: Individual assignment grades will not be rounded up. Final grades will be rounded up from .45.

**Late Assignment Policy**

An explanation of the instructor’s policy on late assignments is required.

Possible language follows: Late assignments are eligible for a 10% deduction of original points for each day that they are late, up to two days. You must have a legitimate reason to receive a deadline extension, and you should contact your instructor as soon as you know that you will not be able to meet the deadline. If you contact your instructor at the last minute or after the deadline, you may not be granted an extension.

**Student Access to Grades**

Explain when grades for assessments will be available. Possible language follows: Quiz grades will be available upon submission of the quiz. Correct answers will be available after the due date. Grades for written assessments will be available one week after the due date.

**Graded Assignments and Activities Overview**

Change “Value” in the table to points or percentage, depending on your grading policy.

|  |  |
| --- | --- |
| Assignments and Activities (BELOW ARE ONLY EXAMPLES) | Value |
| Exams |  |
| Quizzes |  |
| Discussions |  |
| Group Project |  |
| Assignments |  |
| Total | 100 |

**Assignments and Activities Descriptions**

Provide a description for each type of assignment or activity listed in the chart above.

**Exams (OPTIONAL)**

Select the option suited for the course. Possible language follows:

There will be two exams in this course, and each exam will consist of multiple choice, true-false, and matching questions. The exams will be administered during class. You will not be allowed to use your notes or book during the exam.

Two exams in this course will be proctored using the online proctoring service, ProctorU. You will need to schedule an appointment to take your exam at least three days prior to the exam. See the course schedule for exam dates. View the [**ProctorU Student Guide**](https://www.uab.edu/elearning/images/documents/academic-technologies/Get-Started-ProctorU-students.pdf) for instructions for setting up your account, scheduling your appointment, and taking your exam. You will need to present official identification to take your test. See the [**Accepted Forms of ID**](https://www.uab.edu/elearning/academic-technologies/proctoru/id). Read the information on [**Technical Support**](https://www.uab.edu/elearning/academic-technologies/proctoru#support)and [**Security**](https://www.uab.edu/elearning/images/documents/academic-technologies/proctoru-security-handout.pdf). View **the** [**ProctorU website**](https://www.proctoru.com/?gclid=EAIaIQobChMIh_OV97Kb2AIVDBeBCh08-QarEAAYASAAEgJAzfD_BwE) for more information.

**Discussions (If applicable)**

You will engage in discussions with your peers related to that week’s content. There are two parts to the discussion – your initial post and your responses to peers.

* Your initial post should answer all questions posed in the discussion board prompt. Support your opinion with reason and facts from the course content as well as authoritative outside sources. Connect your post to the material, and cite any sources used.
* You are also expected to respond to at least two posts by other students. Your initial and response posts must be substantive. Posting only “I agree with your point.” or “I disagree.” or “That is interesting.” are not substantive and will not receive full credit. Here are some tips for making your response substantive:
  + Explain why you agree or disagree.
  + Expand on at least one point made in the post.
  + Explain how that post relates to another course topic.
  + Relate the post to a class reading. Remember to cite your reference.
  + Ask follow-up questions.
  + Answer questions that your peers or instructor asks about your post.

**Group Project (If applicable)**

There will be a group project in this course. In this group project, you will collaborate with peers to submit a report/video/presentation. As a team, you will collaborate to divide the project into manageable tasks and delegate tasks or sub-tasks. Be sure to leave enough time to put all the pieces together before the group assignment is due and to make sure all parts of the project have been completed according to the instructions. At the end of the project, you will complete a group evaluation to report other team members’ contributions to the project. This peer evaluation score is worth \_\_% of your group project grade.

Remediation Policies (REQUIRED)

The syllabus must include information regarding the course policies in the event of a course failure. The UAB School of Optometry Academic Polices allow the course director to recommend either a remediation or a repeat course for students who fail (see below). The course director must communicate the failure of his/her student by the date on which the grades are due for the term.

* If the course syllabus indicates that failures must be repeated, the student will be issued an F grade for the course and a new grade will be assigned for the repeat course. The repeat course may be done at the discretion of the course director, by either one of the following (possible language for syllabus follows):

1) Students earning a final course average <XX% (may/will) be required to enroll in the course when it is next offered at the discretion of the course director.

or

2) Students earning a final course grade <XX% may be allowed to complete a repeat course in place of the original course, which will be completed before the end of the next academic term at the discretion of the course director.

Didactic Courses: The requirements of the repeat course may include, but are not limited to: self-study, written assignments, periodic meetings, re-testing, and/or assignments designed to improve understanding of course content.

Clinic Courses: In some cases, the course director may recommend a repeat course in place of a failed clinic course. If this is offered, the repeat course may include, but is not limited to: patient care assignments with faculty observation/supervision of specific techniques or conditions, care reviews, written assignments, periodic meetings and/or other activities designed to improve clinical performance.

* If the course director will allow course failures to be eligible for remediation, the guidelines for this eligibility must be stated in the syllabus. Course directors may choose to allow remediation for final course grades >65% (for example). Clear guidelines for remediation eligibility must be stated. Remediating students will be issued an incomplete for the course until remediation is concluded. The School of Optometry Academic Policy requires that the course remediation be complete before the second week of the subsequent semester. Possible language follows:

Students failing the course with a final course grade >XX% may be eligible for course remediation at the discretion of the course director. The remediation must be complete before the second week of the subsequent semester. Remediation may include…(choose below)

Didactic Courses: Remediation may include, but is not limited to: Self-study, written assignments, periodic meetings, re-testing, and/or assignments designed to improve understanding of course content.

Clinical Remediation: Remediation may include, but is not limited to patient care assignments, with faculty observation/supervision of specific techniques or conditions, clinical care reviews, written assignments, periodic meetings, and/or other activities designed to improve clinical performance.

Prepare for Online Success (optional)

|  |  |
| --- | --- |
| Online courses require communication and time management skills. Watch the following videos on Netiquette and Online Success. | |
| Course Netiquette [Screenshot of Course Netiquette video](https://mediaspace.uab.edu/media/Netiquette/1_ikw15pmk) | Tips for Online Success [Screenshot  of Tips for Success Video](https://mediaspace.uab.edu/media/Tips+for+Online+Success/1_shhemlum) |
| COURSE NETIQUETTE There are course expectations concerning etiquette on how we should treat each other online. It is very important that we consider the following values during online discussions and email.   * + Respect: Each student’s opinion is valued as an opinion. When responding to a person during the online discussions, be sure to state an opposing opinion in a diplomatic way. Do not insult the person or their idea. Do not use negative or inappropriate language.   + Confidentiality: When discussing topics be sure to be discreet on how you discuss children, teachers, and colleagues. Do not use names of people or names of facilities.   + Format: When posting use proper grammar, spelling, and complete sentences. Avoid using ALL CAPITALS. This signifies that you are yelling. Avoid using shortcuts/text abbreviations such as “cu l8r” for “See you later.”   + Relevance: Think before you type. Keep posts relevant to the discussion board topic. | |

Course Outline and Calendar

|  |  |
| --- | --- |
| It is strongly recommended (but not required) that the syllabus provide students with a class schedule detailing the dates of lecture topics, tests, and assignment due dates. The faculty are encouraged to indicate that the course schedule is tentative and may be changed at the discretion of the instructor. |  |
| Time Commitment (optional) You are expected to spend a substantial amount of time working through the course activities and assignments every week. Please know that time management and self-motivation are key components for success in this course and courses in general. There is a lot to be gained in this course, so approach it with an open mind and lots of fun!  Select the option suited for the course.  This is an online course worth 3 credit hours. You should prepare to spend about 9 hours per week on course activities (reading the assigned chapters/articles, watching the videos, participating in the discussions, and completing the assessments).  This class meets twice per week for 1.5 hours each time. In addition to class time, you should spend about 6 hours per week reading, studying, preparing for class discussions, and completing assignments and assessments. |  |

| **Week/Module** | **Assignments and Activities** | **Due Dates** |
| --- | --- | --- |
| **Week 1: Introduction**  **(EXAMPLE)** | * Review the course syllabus * Participate in the Introduce Yourself discussion board * Complete the Netiquette and Tips for Online Success activities * Learning Activity: Title * Submit Chapter 1 Quiz | <*Note: Include the time that assessments are due. If they are all due at the same time you can note that above this chart (i.e., Assessments are due at 11:59pm on the due date). If times vary, it would be helpful to include the times here.*> |
| **Week 2:** |  |  |
| **Week 3:** |  |  |
| **Week 4:** |  |  |
| **Week 5:** |  |  |
| **Week 6:** |  |  |
| **Week 7:** |  |  |
| **Week 8:** |  |  |
| **Week 9:** |  |  |
| **Week 10:** |  |  |
| **Week 11:** |  |  |
| **Week 12:** |  |  |
| **Week 13:** |  |  |
| **Week 14:** |  |  |
| **Week 15:** |  |  |

UAB Policies and Resources

**Academic Integrity Code**

Your success while at UAB and after graduation is valued by the University. To gain and grow in the knowledge and skills needed for your future career, it is vital that you complete your own work in your courses and in your research. The purpose of the [**Academic Integrity Code**](https://www.uab.edu/one-stop/policies/academic-integrity-code) is to support our academic mission and to maintain and promote academic integrity. All students in attendance at UAB are expected to pursue all academic endeavors with integrity, honor, and professionalism and to observe standards of conduct appropriate to a community of scholars.

Please be sure you understand the different forms of "academic misconduct" covered by the code. See what UAB students say about academic integrity and review the FAQs about the code for details on the[**Student Academic Integrity webpage**](https://www.uab.edu/one-stop/policies/academic-integrity-code).

**Artificial Intelligence Use**

## Artificial Intelligence Use

*<Select the statement(s) suited for the course and delete the other statements. The options presented below include statements for all teachers (Academic Integrity and Expect Changes), statements for those prohibiting use of AI, statements allowing for use of AI, and principles to consider when using AI.>*

### Sample Statements for All Teachers:

### Academic Integrity

Academic misconduct is present in an academic work wherever AI assistance has been used when unauthorized, or when authorized, has not been disclosed as required. Such behavior is considered deceit and a violation of UAB’s shared commitment to truth and academic integrity. Deceit constitutes academic misconduct and is subject to review according to UAB’s Academic Integrity Code.

### Expect Changes

The developments around generative AI are in flux and the rules that are expressed in this syllabus may need to change on short notice. This may affect the contents of assignments, as well as their evaluation.

### Sample Statements for Teachers Allowing the Use of AI with Attribution:

### General Writing

In principle you may submit material that contains AI-generated content, or is based on or derived from it, if this use is properly documented. This includes, for example, drafting an outline, preparing individual sections, combining elements, removing redundant parts, and compiling and annotating references. Your documentation must make the process transparent – the submission itself must meet our standards of attribution and validation.

### Open Book Exam/Quiz

The use of AI tools is permitted, provided you follow our standards for attribution, validation, and transparency.

### Encourage Use of AI with Three Principles Generative AI

Artificial Intelligence that can produce contents is now widely available to produce text, images, and other media. We encourage the use of such AI resources to inform yourself about the field, to understand the contributions that AI can make, and to help your learning. However, keep the following three principles in mind: (1) An AI cannot pass this course; (2) AI contributions must be attributed and edited for accuracy; (3) The use of AI resources must be open and documented.

1. To pass this course: AI generated submissions cannot achieve a passing grade. This is necessary to ensure you are competent to surpass generative AI in the future – whether in academia, research, the workplace, or other domains of society. If this cannot be achieved, if you are not able to maintain control of the rules, you are entering an unwinnable competition. To provide a baseline that is specific for the course, we will produce, analyze, and provide AI-generated sample solutions. Your task will be to surpass them.
2. Attribution: You are taking full responsibility for AI-generated materials as if you had produced them yourself: ideas must be attributed, and facts must be true.
3. Documentation: A portion of your term grade will evaluate your documentation of AI use throughout the course. By keeping track of your AI use and sharing your experiences, we all gain understanding, identify potential issues in this rapidly changing field, and discover better ways to use the resources for our objectives.

### Sample Statements for Teachers Prohibiting the Use of Generative AI:

### Generative AI Use Is Prohibited

The use of generative AI is strictly prohibited in this course. Closed Book Exam/Quiz The use of AI tools is not permitted.

### General Writing

The use of generative AI tools is not permitted on writing assignments in this course. By submitting a writing assignment, you attest that you are the only and original author.

### Computer Code

The use of generative AI tools to develop code is strictly prohibited in this course. By submitting an assignment, you attest that you are the only and original author of the code submitted.

**Student Conduct Code**

The purpose of the University of Alabama at Birmingham (“University”) student conduct process is to support the vision, mission, and shared values of the University and the tenets of the University’s creed, The Blazer Way. Through a student-focused and learning-centered lens, the process strives to uphold individual and community standards; foster an environment of personal accountability for decisions; promote personal growth and development of life skills; and care for the well-being, health, safety, and property of all members of the University community.

The [**Student Conduct Code**](https://www.uab.edu/students/accountability/policies/student-conduct-code) (“Code”) describes the standards of behavior for all students and student organizations and outlines students’ rights and the process for adjudicating alleged violations. It is set forth in writing in order to give general notice of non-academic prohibited conduct. The Code should be read broadly and is not designed to define non-academic conduct in exhaustive terms. All students and student organizations are expected to conduct themselves in accordance with the Code. The current version of the Code, which may be revised periodically, is available from the Office of Community Standards & Student Accountability.

**UABSO Academic Misconduct Policy (REQUIRED)**

UABSO expects all members of its academic community to function according to the highest ethical and professional standards. Academic dishonesty and misconduct include, but is not limited to, acts of abetting, cheating, plagiarism, fabrication, and misrepresentation. Any violations of this policy will be reported to the UABSO Honor Council for consideration and the student may be dismissed from the optometry program. Academic dishonesty and misconduct will not be tolerated and will result in failure of the course.

* + UABSO honor code <https://www.uab.edu/optometry/home/images/documents/policies_and_forms/Honor_System.pdf>

**Intellectual Property**

My lectures and course materials, including PowerPoint presentations, quizzes, exams, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own use. You may not and may not allow others to reproduce or distribute lecture notes and course materials publicly, whether or not a fee is charged, without my expressed written consent.

**DSS Accessibility Statement (REQUIRED)**

Accessible Learning: UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call (205) **934-4205** or visit [**the DSS website**](http://www.uab.edu/dss).

“If you are registered with Disability Support Services, **it is the student’s responsibility to contact the course instructor** to discuss the accommodations that may be necessary in this course.  Students with disabilities must be registered with DSS and provide an accommodation request letter before receiving academic adjustments.  Reasonable and timely notification of accommodations for the course is encouraged and provided to the course instructor so that the accommodations can be arranged.  Additional information about the process is available on the UAB [website](http://www.uab.edu/dss).”

**Title IX Statement (REQUIRED)**

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources and supports, please visit the[**UAB Title IX webpage**](http://www.uab.edu/titleix) for UAB’s Title IX Sex Discrimination, Sexual Harassment, and Sexual Violence Policy; UAB’s Equal Opportunity and Discriminatory Harassment Policy; and the Duty to Report and Non-Retaliation Policy.

**Violence Prevention and Response Policy**

The University of Alabama at Birmingham (UAB) is committed to maintaining a safe and secure educational environment and workplace, one which seeks to ensure the well-being and safety of faculty and staff, employees, students and visitors. Violence and threatened violence are prohibited by UAB. Each member of the UAB community has the responsibility to understand, prevent and respond appropriately to campus/workplace violence. View the [**Violence Prevention and Response Policy**](https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=393).

**Technology**

Access technical support and view privacy policies and accessibility statements for Canvas and other technologies on the [**Student Academic Technologies website**](https://www.uab.edu/elearning/academic-technologies). Additionally, view information about the [**Minimum System Requirements and Technical Skills**](https://www.uab.edu/elearning/technology-resources).

Students are required to use a privacy screen protector on their computers and/or tablets during in-class test administration. Failure to have a privacy screen on test day may result in dismissal from class and rescheduling or failure of the examination.

**Canvas Alerts**

I may send alerts to students based on Canvas course information, such as current grades in the course, online attendance (login records), assignment due dates, and assignment scores. The alert is sent as an email to the student’s UAB email address.

**Health and Safety**

UAB is very concerned for your continued health and safety. Please consult the [**Student Health Services webpage**](https://www.uab.edu/students/health/) for up-to-date guidance because the following information is subject to change as circumstances require.

We strongly urge you to be fully vaccinated**.** Mask-wearing has proven to be one of the most successful mitigation strategies used to combat spread of the various variants of the COVID-19 virus. View information on the Immunization Requirements and Policies of the University on the [**Student Health Services webpage.**](https://www.uab.edu/students/health/immunizations)

**Student Academic and Support Services**

* [**One Stop Student Services**](https://www.uab.edu/one-stop/)provides a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, ONE card, and other related topics.
* [**Student Assistance and Support**](https://www.uab.edu/students/assistance/about) provides individualized assistance to promote student safety and well-being, collaboration and resilience, personal accountability, and self-advocacy. The Care Team consults and collaborates with campus partners to balance the needs of individual students with those of the overall campus community. [**The UAB Care Team**](https://www.uab.edu/careteam/) helps find solutions for students experiencing academic, social, and crisis situations including mental health concerns.
* [**Disability Support Services**](https://www.uab.edu/students/disability/about)assists students with in reaching accommodations for their educational experiences at UAB that ensure that they have equal access to programs, services, and activities at UAB.
* The [**Vulcan Materials Academic Success Center**](https://www.uab.edu/students/academics/student-success) provides tutoring, supplemental instruction, and other services that encourage goal achievement and degree completion.
* The [**University Writing Center**](http://www.uab.edu/writingcenter) offers free writing assistance for all UAB students. Get help at any stage of the writing process and with any type of writing. Students may meet with a tutor in person or via Zoom. Students may also upload a paper for feedback (called eTutoring in the online system). During in-person and Zoom sessions, tutors can help you understand your assignment, develop and organize your ideas, use and cite sources, revise and edit your draft, and more. When you upload a draft for eTutoring, tutors can provide feedback on both big-picture issues and detail-oriented concerns; please note that you must upload a draft and assignment sheet to use eTutoring.   
     
  To make an appointment or get more information, please see the[**UWC website**](http://www.uab.edu/writingcenter), email [**writingcenter@uab.edu**](mailto:writingcenter@uab.edu), or call 205-996-7178. Follow the UWC on [**Facebook**](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.facebook.com%2FUABWritingCenter&data=05%7C01%7Crlk03%40uab.edu%7C98bf9e0f0f5a4ff3b05c08da7fb98f33%7Cd8999fe476af40b3b4351d8977abc08c%7C1%7C0%7C637962732203009957%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FUDx2Ghl0w3cdw9FSsouLw5eLCKqym5FWY4ZEzVvutw%3D&reserved=0), [**Instagram**](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.instagram.com%2Fuab_writing_center&data=05%7C01%7Crlk03%40uab.edu%7C98bf9e0f0f5a4ff3b05c08da7fb98f33%7Cd8999fe476af40b3b4351d8977abc08c%7C1%7C0%7C637962732203009957%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OUUKLlFI2RiscPHe52NRf2C7Ozv1kx6cMFiHI%2B3%2FJcM%3D&reserved=0), and [**LinkedIn**](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Fcompany%2Fuab-university-writing-center%2F&data=05%7C01%7Crlk03%40uab.edu%7C98bf9e0f0f5a4ff3b05c08da7fb98f33%7Cd8999fe476af40b3b4351d8977abc08c%7C1%7C0%7C637962732203009957%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1OjR5HHYFURd0fj%2BQUMS3iFcuaVY%2FjoBhES89ZvS6JQ%3D&reserved=0) for daily news and quick writing tips.
* [**UAB Student Health Services**](https://www.uab.edu/students/health/) delivers comprehensive, high quality, confidential, primary healthcare to students. Student Health provides testing services and vaccination clinics.
* [**Student Counseling Services**](https://www.uab.edu/students/counseling/our-services) offers students a safe place to discuss and resolve issues that interfere with personal and academic goals. UAB has created a new app (available in the App Store and Google Play) called [**B Well**](https://www.uab.edu/reporter/resources/be-healthy/item/9404-blazer-created-mental-health-app-puts-wellness-in-student-hands), that is designed to easily access resources on mobile devices and build a self-care plan. [**Kognito**](https://www.uab.edu/uabcares/kognito) is a free, interactive simulation-based platform designed to help you talk with someone when you are worried about your mental health.
* [**UAB Blazer Kitchen at the Hill Student Center**](https://www.uab.edu/students/assistance/blazer-kitchen) provides food and basic supplies for any UAB student in need through in-person or online shopping. Students who can are also able to donate food and supplies to assist their peers. To get more information, call 205-975-9509, email [**studentoutreach@uab.edu**](mailto:studentoutreach@uab.edu), or visit[**Student Assistance & Support website**](https://www.uab.edu/students/outreach/about)**.**
* [**eLearning and Professional Studies**](https://www.uab.edu/elearning/students) provides numerous academic technologies and learning resources for students whose learning may be affected by COVID.
* [**UAB Emergency Management**](https://www.uab.edu/emergency/)will be the official source of UAB information during any actual emergency or severe weather situation.

UAB Emergency Management Team will use B-ALERT, the university’s emergency notification system, to communicate through voice calls, SMS text messages and e-mails to the entire campus.

If class is cancelled because of severe weather, class will be made up on an alternative day, and assignment due dates will be adjusted accordingly.

To register for B-ALERT or update your existing information in the system, go to www.uab.edu/balert. All registration is connected to your BlazerID.

The following are the various websites describing additional student academic and technology resources:

* **[UAB Policies for Students](https://www.uab.edu/elearning/policies)**
* [**Student Academic and Support Services**](https://www.uab.edu/elearning/student-services)
* [**Technology Resources**](https://www.uab.edu/elearning/technology-resources)

See also the[**Student Assistance & Support**](https://www.uab.edu/students/assistance/resources/covid-19) website of Student Affairs for a description of Covid-19-related resources, including the laptop loaner program.

**STUDENT EVALUATION OF TEACHING (SET): (REQUIRED)**

At the end of the term, students will be given the opportunity to offer constructive feedback on content, delivery, organization, and other aspects of this course. Instructors only receive de-identified feedback. The intent of the SET is to improve the course for future students. The SET provides active student participation in the governance of UABSO and the improvement of the professional curriculum. Online submission is a requirement for successful completion of this course.

**NBEO DISCLAIMER (REQUIRED)**

“This course is intended to prepare students in the knowledge, skills, and attributes needed of any entry-to-practice Doctor of Optometry. While this course should also help students prepare for licensing examinations such as those administered by the NBEO, nothing in this course should be believed or understood to utilize actual confidential examination items from licensing examinations. For example, throughout this course, the instructor may indicate points of emphasis for NBEO study and preparatory work. This instructional approach does not reflect knowledge of actual NBEO examination items, but represents a suggested area of focus based entirely upon the NBEO content outline/matrix. All materials in this course have been prepared in good faith to comply with the highest ethical standards of the profession.”

**Peers’ Contact Information (OPTIONAL)**

I encourage students to reach out and obtain contact information of up to three classmates. This will be helpful in the event of an absence, forming study groups, or communicating schedule changes, etc.

|  |  |  |
| --- | --- | --- |
| **Contact 1** | **Contact 2** | **Contact 3** |
| Name:  Email:  Phone Number: | Name:  Email:  Phone Number: | Name:  Email:  Phone Number: |

[](https://www.uab.edu/uabunited/students/academics)