

## UNCP DISTANCE EDUCATION SYLLABUS CONTENT

- I. COURSE DESCRIPTION**
  - Course #
  - Catalog Description
  - Textbook
  - Credit Hours
  
- II. INSTRUCTOR/SUPPORT INFORMATION**
  - Instructor Name and Contact Information
  - Learning Resources/Access
  - Administrative Support
    - Contact Person: Courtney McMillan
    - Phone: (910) 521-6758
    - Email: [courtney.mcmillan@uncp.edu](mailto:courtney.mcmillan@uncp.edu)
  
  - Technical Support
    - University Computing and Information System
    - Contact Person: Tom Jackson
    - (910) 521-6260
    - [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu)
  
- III. PREREQUISITES/REQUIREMENTS**
  - Courses
  - Experience
  - [Technical Requirements](#)
  - Other
    - Specific requirements as dictated by professor
  
- IV. COURSE GOALS AND OBJECTIVES**
  - Clearly stated objectives
  - Student Assessment
  - Evaluation Methods
  
- V. COURSE REQUIREMENTS**
  - Possible Activities Required
    - Tests
    - Interactions
    - Papers

- Other
- Make-up policy
  - As dictated by professor
- Participation
  - Participation is required as directed by the professor
- Code of Conduct (2001-2002 Catalog, p.47)  
<http://www.uncp.edu/catalog2001/pdf/01catalog.pdf>
- Student identity verification
  - Proctoral exams require photo ID and a copy should be attached to the exam at the testing center.
  - Courses not requiring exams will require photo ID at some point during the course as dictated by the professor/department

## **VI. ADA REQUIREMENTS**

- All distance education courses follow ADA Guidelines. For complete information go to the following link:  
<http://www.uncp.edu/dss/>
- Any student with a documented disability needing academic adjustments is requested to speak directly to Disability Support Services. Students who need these services can go to the following link: <http://www.uncp.edu/dss/>