**Korea University Syllabus**

**▷ Evaluation Methods**

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| --- | --- | --- | --- |
| **Item** | **Ratio** | **Item** | **Ratio** |
| **Attendance** | % | **Assignments** | % |
| **Midterms** | % | **Final Exam** | % |
| *Occasional assessments* | % | *Attitude* | % |
| *Engagement* | % | *etc* | % |
| **Total** | 100% | **Score visibility** | Open( ) Closed( ) |
| **Evaluation Method Description** |  | | |
| **Attendance Policy** | **No grade may be assigned for absences of 1/3 or more of the class days, except in cases of unavoidable absences deemed necessary by the instructor.** | | |

**※ You can specify any number of evaluation items and add additional cells as needed.**

**◆ Course Plan Details ◆**

**▷ Course Outline**

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| --- | --- |
| **Overview** |  |
| **Who Should Take This Course** |  |
| **Prerequisites (Recommended)** |  |
| **Class Rules** |  |
| **Changes and improvements** |  |

**▷ Objectives**

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| --- | --- |
| **Objectives**  **General** |  |
| **Detailed Objective 1** |  |
| **Detailed Objective 2** |  |
| **Detailed Objective 3** |  |

**▷Books, references, and resources (including videos and online resources)**

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\* You can specify any number of references and add additional cells as needed.

**▷ Textbooks, Course Reserves and Reference Books**

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| --- | --- | --- | --- | --- | --- |
| **Item** | **Name** | **Author Information** | **Publisher** | **Year of publication** | **ISBN** |
| Textbook |  |  |  |  |  |
| Course Reserves |  |  |  |  |  |
| References |  |  |  |  |  |

\* Assignment information can be freely specified, and additional cells can be added as needed.

**▷ Assignments**

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| --- | --- | --- | --- |
| **Assignment, report, and project names** | **How to Write** | **Submission Deadlines** | **Submission Types and Methods** |
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**▷ Plans by week**

| **Week** | **Course Plan** | **Key Questions**  **(Key Concepts)** | **Materials** | **Assignments** | **Activities** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| **One semester consists of 16 weeks, but the statutory school day is 15 weeks, which means that twice-weekly classes must meet 30 times and once-weekly classes must meet at least 15 times, and midterm and final exams or assignments count as one class. Depending on faculty discretion and student consultation, the remaining 16 weeks of the semester can be used as a make-up or study week Fixed data input by the academic team** | | | | | |

**▷ Miscellaneous**

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**▷Support for students with disabilities**

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| **Students**  **with**  **Disabilities Support** | **Classroom**  **Support** | ∙ Provide course materials in advance and support textbook production  ∙ Prioritized seating for students with disabilities, height-adjustable desks, etc.  ∙ Provide educational support personnel (ghostwriters, stenographers, etc.)  ∙ Assistive technology devices  ∙ Support for online courses |
| **Assignment**  **Help** | Extended deadlines  ∙ Provide alternative assignments  ∙ Ensuring that off-campus activities are accessible to people with disabilities |
| **Testing and**  **Assessment**  **Support** | ∙ Extended testing times (1.5x/ 1.7x/ 2x)  ∙ Provide separate test rooms  ∙ Provide customized test papers  ∙ Providing a handout of key messages during exams  ∙ Test and assessment support staff present  ∙ Submit your answer sheet in a file format |
| **Notes** | ∙ Depending on the characteristics and needs of each individual taking this course, the appropriate level of support services will be provided through consultation with the instructor and the Disability Support Center. If students have any questions regarding support services for students with disabilities, please contact the Disability Support Center (02-3290-1534). |

**▷Common guidelines and notes**

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| **∙ [Attendance]**  No grade will be given for 1/3 or more absences, except for excused absences, which require at least 1/2 actual attendance.  **∙ [Academic Ethics]**  -Actively participate in learning with sincerity, honesty, and enthusiasm in accordance with the purpose of the university and its educational philosophy.  -Pursue creative academic research based on moral sensitivity while writing about their position as liberal arts students receiving higher education.  -Faithfully fulfill promises made to faculty and fellow students regarding educational activities.  -Respect the personalities of faculty and fellow students and observe basic courtesy.  -Carefully study the syllabus and select courses that are relevant to their academic pursuits and future vision.  -Read and review educational materials in advance so that you can actively participate in each class.  -Attend class on time, without absences, tardiness, or interruptions.  -Do not engage in attendance maneuvers (e.g., proxy attendance)  -Actively participate in class activities such as discussions, questions and answers, etc.  -Submit assignments that are written in good faith and all cited material is presented without alteration or distortion.  -In the case of cooperative learning, take responsibility for your share of the work and do your best to complete it.  -Recognize the purpose and meaning of examinations required by the course and take them honestly and without cheating.  -Honestly conducting lecture evaluations to improve the quality of lectures in courses taken in a semester.  **∙ [Laboratory Safety]**  -According to Article 20 (Education and Training) of the Act on Creating a Safe Environment in Laboratories, researchers in the target departments of science and technology that are subject to the Laboratory Safety Act are required to complete a certain number of hours of safety training each semester, so all undergraduate and graduate students in the target departments who take experiments and labs are required to participate in the training.  -New student training (2 hours for new students), regular training (6 hours per semester for high-risk departments, 3 hours per semester for low-risk departments)  -Target departments: KUPID > 지식관리(knowledge) > 안전관리지식 > 연구실안전  -Click "Information Life" from the top menu of the portal system, and click [Safety Education (Seoul)] to access the safety education page (accessed with "Chrome"; in case of connection error, you need to set "Unblock pop-ups" in Internet settings).  -If you do not have a portal ID, you can access the National Research Safety Management Center's Laboratory Safety Education System (https://edu.labs.go.kr/).  -If you have completed safety training at an external organization, you can complete it through a separate registration process.  Disadvantages for non-completion: Undergraduate students (restricted from viewing grades), graduate students (restricted from entering)  -Inquiries: Education (Safety Management Team 02-3290-2763), System (Archi Systems 02-2664-5354)  ∙ **[Mandatory human rights and gender equality education]**  -The university operates a mandatory human rights and gender equality education system (statutory obligation based on Article 31 of the Gender Equality Basic Act).  ) and is offered at least once each academic year (undergraduate students must complete a total of 4 times).  -How to take the course: Log in to LMS (https://lms.korea.ac.kr) and take the course (Log in to LMS → Top ‘[Extra-Curriculum] > [Course Search]' → Check “법정의무 및 교내권장교육(Mandatory and recommended on-campus education)” in the [Division] menu on the left, or search for the course name to view the course you want to take → Click the [Enroll] → Click the [Go to course] → Click the [Announcements] menu → Click the [Announcements] menu → Click on the [Weekly Learning] menu → Check [Notice] → . Click on the video to watch it.  -Inquiries: Seoul Campus humanrights@korea.ac.kr / Sejong Campus sjequality@korea.ac.kr  **∙ [2025 Regular Semester Schedule for Seoul Campus]**  1st period (9:00~10:15), 2nd period (10:30~11:45), 3rd period (12:00~13:15), 4th period (13:30~14:45), 5th period (15:00~16:15), 6th period (16:30~17:45), 7th period (18:00~18:50), followed by a 50-minute class and a 10-minute break.  **∙ [Seoul Campus Seasonal Semester Schedule for 2025]**  1st~8th period 50 minutes class, 10 minutes break  **∙ [Curriculum information for majors, etc.]**  Please search for 'Korea University Education Information Homepage (http://registrar.korea.ac.kr)' on the search site to check your curriculum, major, and other important information.  **∙ [Academic Information]**  Please refer to the academic calendar information board on the Korea University portal (http://portal.korea.ac.kr). |