

Syllabus Overview Tool
Faculty Senate
March 25, 2010

Previously, online courses had public pages for faculty to display syllabus information for a course. Students frequently searched for syllabi to inform their course selections. Unfortunately, Webcourses@UCF does **not** allow a similar alignment of public pages linked directly to a course inside the course management system.

To replace the syllabus function, we are proposing an electronic syllabus system maintained within PeopleSoft and accessible through the myUCF portal.

- Via the Faculty/Advisor Self Service tab in the myUCF portal, faculty will create syllabi for their courses.
- Syllabus will appear as a link to courses in the class schedule.
- Online Course Tools tab in myUCF will gain a new pagelet for syllabi. Students and faculty would see all syllabi released for the term.
- The URL for any syllabus may be added to a course in Webcourses@UCF as a Web link.

Benefits:

- Students have easy access to course syllabi.
- Students make informed course selections that fit into their schedule resulting in improved class participation and successful completion.
- Faculty avoid frequent requests for copies of syllabi.
- Faculty avoid redundant questions already answered on syllabi.
- Faculty can make changes to syllabi and have it immediately available to students.

We propose a soft launch of the new tool during Summer 2010. Fall 2010, the tool will be available to all faculty members.

Required action:

Faculty Senate approval to move forward on development of the syllabus tool and associated requirements.

Contact Information:

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Syllabus Overview Semester/Year

Comment: Name? Course Overview?

Last Updated:

Disclaimer:

Items on the Syllabus Overview are subject to change.

Comment: Provost & SACS required item

Instructor Contact

Instructor	
Office	
Phone	
E-mail	
Web site	
Office Hours	

Comment: Provost & SACS required item

Course Information

Course Title	
Course No. & Section	
Credit Hours	## Credit Hours
Semester/Year	Semester / Year
Location	Meeting day, time and location
Class Meetings	Days and Time

Welcome

If you do not have an introduction to your course, use this area to address your students directly with a statement of welcome or a call to learning. Video or audio introductions may be linked here.

University Course Catalog | Description |

Comment: Provost & SACS required item

Include **catalog description** and **prerequisites** from the online catalog.

Course | Overview |

Comment: Provost & SACS required item

Provide a short description of your course. Also, you can include the departmental description, and your personal description of the course.

Course | Objectives |

Comment: Provost & SACS required item

What will students know, be able to do, value, create as they progress through your course? Objectives should be specific rather than general, speaking to skills and performance rather than knowledge AND clearly measurable. Often, objectives use the phrasing “by the end of this course, students will be able to...”

- Objective One
- Objective Two
- Objective Three

Required | Text |

Comment: Provost & SACS required item

Feed from Barnes & Noble

- Required Text One
- Required Text Two
- Required Text Three

Supplemental | Texts |

Comment: Provost & SACS required item

- Text one...
- Text two...
- Text three...

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do **not** copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Comment: Provost & SACS required item

Basis for Final | Grade |

Provide a listing of assessments and their weighting in the semester total. In addition to (or even in lieu of) tests, consider exploring “authentic” assessments, which are based as closely as possible to real world experiences.

Assessment	Percentage of Final Grade
Assignment 1	0%
Assignment 2	0%
Assignment 3	0%
Assignment 4	0%
Total	100%

Insert grading scale (with plus/minus scaling, if applicable) here. We have provided templates for your grading scale, including one for plus/minus grading, and the general grading scale. Feel free to use either one of these, adjusted for your own grading scale, if different. Please note the table use points rather than percentages because points work well within Webcourses@UCF.

Letter Grade	Points
A	93 – 100 points
A-	90 – 92 points
B+	87 – 89 points
B	83 – 86 points
B-	80 – 82 points
C+	77 – 79 points
C	73 – 76 points
C-	70 – 72 points
D+	67 – 69 points
D	63 – 66 points
D-	60 – 62 points
F	59 and below

Letter Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

Grade Dissemination

Explain how students will learn of their grades from assignments and assessments. Example:

Graded tests and materials in this course will be returned individually only by request. You can access your scores at any time by clicking the "My Grades" button in Webcourses@UCF or myUCF Grades. Please note that scores returned mid-semester are unofficial grades.

Course Policies: Grades

Late Work Policy - Offer specifics about your policy on late work. Example:

Comment: Provost & SACS required item

There are no make-ups for in-class writing, quizzes, midterm, or final exam. Essays turned in late will be assessed a penalty: a half-letter grade if it is one day late, or a full-letter grade for 2-7 days late. Essays will not be accepted if overdue by more than seven days.

Extra Credit Policy - Offer specifics about your policy on extra credit. Example:

There is only one extra credit assignment: building a wiki of course content (see "course wiki" below for details). If extra credit is granted, the additional points are added to the "First Midterm" portion of the semester grade. You cannot earn higher than 100% on the "First Midterm" portion of the grade; any points over 100% are not counted.

Grades of "Incomplete" - Offer specifics about your policy on incomplete grades. Example:

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

Rewrite Policy - Offer specifics about your policy on rewrites. Example:

Rewrites are entirely optional; however, only the formal essay may be rewritten for a revised grade. Note that an alternate grading rubric will be used for the rewrite, featuring an additional column that evaluates the changes made specifically.

Essay Commentary Policy - Offer specifics about your policy on essays. Example:

Commentary on essays will be delivered in written format, at the end of the essay. However, upon request, an alternate delivery method can be used. If desired, instructor comments will be made verbally and delivered to the student as an mp3 through Webcourses@UCF. This approach yields far fewer written comments, but much more commentary in general is delivered, due to the speed and specificity of speech. Those requesting mp3 feedback must state so when the essay is turned in.

Group Work Policy - Offer specifics about your policy on group work. Example:

Everyone must take part in a group project. All members of a group will receive the same score; that is, the project is assessed and everyone receives this score. However, that number is only 90% of your grade for this project. The final 10% is individual, and refers to your teamwork. Every person in the group will provide the instructor with a suggested grade for every other member of the group, and the instructor will assign a grade that is informed by those suggestions. Also, everyone must take part in a group essay (see essay assignments below). The grading criteria are the same as the group project. Once formed, groups cannot be altered or switched, except for reasons of extended hospitalization.

Course Policies: Student Expectations

Disability Access - Offer specifics about the UCF policy on disability access. Example:

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need

accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

Attendance Policy - Offer specifics about your expectations for attendance. How many absences are acceptable/expected? Will students get points for attendance? You may also describe expectation of courtesy here.

Professionalism Policy - Offer specifics about your policy on professionalism or late arrivals. Example:

Per university policy and classroom etiquette; mobile phones, iPods, *etc.* **must be silenced** during all classroom and lab lectures. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, *etc.*, and have been warned may suffer a reduction in their final class grade.

Academic Conduct Policy - Offer specifics about your policy on cheating or plagiarism. You may wish to refer to the Golden Rule handbook, which governs all student behavior even when specifics are not mentioned in a syllabus. An alternative is to call specific attention to plagiarism, perhaps even defining it for your students. Example:

Academic dishonesty in any form will not be tolerated. If you are uncertain as to what constitutes academic dishonesty, please consult The Golden Rule, the University of Central Florida's Student Handbook (<http://www.goldenrule.sdes.ucf.edu/>) for further details. As in all University courses, The Golden Rule Rules of Conduct will be applied. Violations of these rules will result in a record of the infraction being placed in your file and receiving a zero on the work in question **AT A MINIMUM**. At the instructor's discretion, you may also receive a failing grade for the course. Confirmation of such incidents can also result in expulsion from the University

Third-Party Software and FERPA - During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any

personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

Turinitin.com - If you are using this plagiarism-detection service, it is recommended that you clearly state so on the syllabus. Example:

In this course, we will utilize turnitin.com, an automated system which instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>. Essays are due at turnitin.com the same day as in class.

Class ID: 1904483
password: chooseapassword

University Writing Center - Offer information about the Writing Center. Example:

The University Writing Center (UWC) is a free resource for UCF undergraduates and graduates. At the UWC, a trained writing consultant will work individually with you on anything you're writing (in or out of class), at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, visit the UWC website at <http://www.uwc.ucf.edu>, stop by MOD 608, or call 407.823.2197.

Schedule

Note: The Schedule is subject to revision

Week/Date	Topics to be Discussed	Assignments	Due Dates
Week 1	Nulla facilisi. Donec feugiat. Donec pede wisi, dignissim eu, condimentum a, laoreet quis, mi.	Nulla facilisi. Donec feugiat. Donec pede wisi, dignissim eu, condimentum a, laoreet quis, mi.	01/07/08
Week 2	Pellentesque lobortis nibh ut enim. Maecenas odio est, sollicitudin ut, facilisis	Pellentesque lobortis nibh ut enim. Maecenas odio est, sollicitudin ut, facilisis quis,	01/07/08

	quis, ullamcorper non, sem. Integer venenatis nonummy ipsum.	ullamcorper non, sem. Integer venenatis nonummy ipsum.	
Week 16	Final Exam	Final Exam will be held from 7:30-10:20	01/07/08

Comment: Provost & SACS required item

Important Dates to Remember

Add a short statement that describes that all the dates and assignments are tentative, and can be changed at the discretion of the professor. An alternative is to include these dates in your schedule. Example:

Last Day to Add/Drop Classes: Fri, Jan 11
Grade Forgiveness Deadline: Fri, Jan 11
Withdrawal Deadline: Fri, Feb 29
Spring Break: Mon, Mar 10 – Sat, Mar 15