



The University of Georgia

University Council
Athens, Georgia 30602

March 12, 2014

UNIVERSITY CURRICULUM COMMITTEE – 2013-2014

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Veterinary Medicine - Dr. Scott A. Brown

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Ex-Officio - Provost Pamela S. Whitten

Undergraduate Student Representative - Ms. Hadley Dreibelbis

Graduate Student Representative - Ms. Margaret Robbins

Dear Colleagues:

The attached proposal from the Student Government Association to revise the Academic Affairs Policy Statement No. 13, Course Syllabus Policy, will be an agenda item for the March 19, 2014, Full University Curriculum Committee meeting.

Sincerely,

David E. Shipley, Chair
University Curriculum Committee

cc: Provost Pamela S. Whitten
Dr. Laura D. Jolly



Resolution 26-27

A Resolution to Update the University of Georgia Course Syllabus Policy
Authored by: Senator Hadley Dreibelbis, Grady College of Journalism & Mass
Communication

Sponsored by: President Pro Tempore Taylor Lamb, Franklin College of Arts and
Sciences; Senator Shontel Stewart, Franklin College of Arts and Sciences; Senator Greg
Sullivan, Franklin College of Arts and Sciences; Senator Addison Walker, College of
Education

WHEREAS, the Course Syllabus Policy is used as a guideline for all University of Georgia instructors in order to provide students with “written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed” [1]; and

WHEREAS, University policy requires that a syllabus for each course is available online at syllabus.uga.edu; and

WHEREAS, during a meeting of the University Council Curriculum Committee, a concern was presented about the vague nature of the current Course Syllabus Policy in regards to language specifying the “most recent offering of each course” to be uploaded online by instructors; and

WHEREAS, the Course Syllabus Policy allows for syllabi from the previous semester to be uploaded, rather than the syllabi of the current semester; and

WHEREAS, the Office of Emergency Preparedness found in a recent study conducted by the ADPR 5950 Spring 2013 Public Relations Campaigns class that students largely view emergency preparedness as the responsibility of the faculty member to disseminate [2]; and

WHEREAS, a section of the current Course Syllabus Policy makes provisions for mandatory language to be included in each syllabus; and

WHEREAS, the Office of Emergency Preparedness has drafted specific language to be added to the mandatory language requested in the Course Syllabus Policy; and

WHEREAS, a memo is sent to faculty each fall to remind them to consider religious holidays in the creation of their course schedules; and

WHEREAS, students who observe religious holidays and receive excused absences must still reschedule assignments and potentially fall behind in their workload;

NOW, THEREFORE BE IT RESOLVED that the Course Syllabus policy be amended to specify the “most recent offering of each course” to the “most recent offering of each course in the current academic semester within one week of the Drop/Add period” [1]; and

BE IT FURTHER RESOLVED that the Course Syllabus Policy include in Section 3, the Master Syllabi, a subsection to address emergency preparedness, to be phrased as follows [1]:

“h. The syllabus must include this statement:

Emergency Preparedness: Program 911 and 706-542-2200 into your phones for campus emergencies. Check that your emergency contact information is correct at www.ugaalert.uga.edu and program 706-542-0111 into your phone as “UGAAlert.” Set your cell phones to silent or vibrate during class. If the fire alarm sounds, we will evacuate the building and reassemble at ___(designated area outside the building)___ to make sure everyone exited; quickly move away from the entrances so as not to hinder first responders. If there is a tornado warning, we will move to ___(innermost shelter location at lowest level of the building)___ and account for everyone. In the event of a medical emergency, I will ask one of you to meet EMS responders and bring them to our classroom. If you have concerns about other emergencies or if you have special circumstances that I need to know about in case of an emergency, please speak to me after class.”; and

BE IT FURTHER RESOLVED that the Course Syllabus Policy, in Section 4, the Class Syllabi, include an additional subsection that encourages faculty to take religious holidays into consideration in the formation of their course schedules [1];

BE IT FINALLY RESOLVED that Senator Hadley Dreibelbis, author of this resolution, will send copies of this resolution to the University Council Curriculum Committee for review upon its passage to encourage its placement on the University Council agenda.

[1] <http://www.curriculumsystems.uga.edu/Policies/CourseSyllabusPolicy.pdf>

[2]

http://podcaster.gcsu.edu/podcastdata/UGA/Channel_12542/podcast_2982952/2982952.pdf

CURRENT POLICY

COURSE SYLLABUS POLICY

Academic Affairs Policy Statement No. 13

1. Reference

Southern Association of Colleges and Schools, Principles of Accreditation, 3.4.5., 3.7.1

2. Definition

Students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.

3. Master Syllabi

A master syllabus must be available for each course. The master syllabus will include items a-g listed below. The master course syllabus will be provided as part of the application for new courses and for course changes (when the nature of the proposed change affects the course syllabus) and will be included on the course application submitted through the automated course approval process (CAPA). A master course syllabus must be on file in the Office of the Vice President for Instruction for each approved course. Elements of a master syllabus include:

- a. Course title and number as they appear on the course application.
- b. Course description as it appears on the course application.
- c. Prerequisites, corequisites, and cross-listings for the course.
- d. Course objectives or expected learning outcomes for students of the course.
- e. Topical outline for the course.
- f. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest.

The syllabus must include this statement:

As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at: <https://ovpi.uga.edu/academic-honesty/academic-honesty-policy>. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

- g. The syllabus must include this statement:

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

4. Class Syllabi

Faculty are responsible for providing each student in a course with a copy of the class syllabus. A class syllabus is not required for dissertation, thesis, seminar, directed study, and internship courses. In addition to the information as it appears in the master syllabus, the class syllabus will include information for the specific teacher and body of students. The class syllabus will include the items h-m listed below. Department chairs have final approval of the class syllabus and may authorize a faculty member to modify the class syllabus, if (a) expected learning outcomes are not modified, and (b) all required elements of a course syllabus are present. Elements of a class course syllabus include items a-g listed above and the following:

- h. Principal course assignments (such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted).
- i. Specific course requirements for grading purposes (e.g., written and oral tests and reports, research papers, performances or other similar requirements, participation requirements -- if any).
- j. Grading Policy. How the final grade will be determined with respect to weights or course points assigned to various course requirements.
- k. Attendance Policy. If there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what the weight or course points will be.
- l. Required course material, including texts.
- m. Policy for make-up of examinations.

In addition to the above elements of a course syllabus, the instructor should add for each section taught: (a) instructor name, and (b) instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).

5. Student Access to Previous Course Syllabi

Departments and programs will make the class course syllabus of the most recent offering of each course under each instructor readily available for inspection by students who may wish to enroll in the course in the future. Departments and programs will make these class syllabi available to students on a web site accessible by students.

The Office of the Vice President for Instruction shall make these course syllabi available on the World Wide Web.

Students with disabilities who require reasonable accommodations in order to participate in course activities or meet course requirements should contact the instructor or designate during regular office hours or by appointment.

CURRENT POLICY WITH PROPOSED REVISIONS

COURSE SYLLABUS POLICY

Academic Affairs Policy Statement No. 13

1. Reference

Southern Association of Colleges and Schools, Principles of Accreditation, 3.4.5., 3.7.1

2. Definition

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3. Master Syllabi

A master syllabus must be available for each course. The master syllabus will include items a-g listed below. The master course syllabus will be provided as part of the application for new courses and for course changes (when the nature of the proposed change affects the course syllabus) and will be included on the course application submitted through the automated course approval process (CAPA). A master course syllabus must be on file in the Office of the Vice President for Instruction for each approved course. Elements of a master syllabus include:

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- c. Prerequisites, corequisites, and cross-listings for the course.
- d. Course objectives or expected learning outcomes for students of the course.
- e. Topical outline for the course.
- f. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest.

The syllabus must include this statement:

As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at: <https://ovpi.uga.edu/academic-honesty/academic-honesty-policy>. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

- g. The syllabus must include this statement:

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

- h. The syllabus must include this statement:

Program 911 and 706-542-2200 into your phones for campus emergencies. Check that your emergency contact information is correct at www.ugaalert.uga.edu and program 706-542-0111 into your phone as "UGAAlert." Set your phones to silent or vibrate during class. If the fire alarm sounds, we will evacuate the building and reassemble at __ (designated area outside the building) __ to make sure everyone exited; quickly move away from the entrances so as not to hinder first responders. If there is a tornado warning, we will move to __ (innermost shelter location at lowest level of the building) __ and account for everyone. In the event of a medical emergency, I will ask one of you to meet EMS responders and bring them to our classroom. If you have concerns about other emergencies or if you have special circumstances that I need to know about in case of an emergency, please speak to me after class.

4. Class Syllabi

Faculty are responsible for providing each student in a course with a copy of the class syllabus. A class syllabus is not required for dissertation, thesis, seminar, directed study, and internship courses. In addition to the information as it appears in the master syllabus, the class syllabus will include information for the specific teacher and body of students. The class syllabus will include the items h-m listed below. Department chairs have final approval of the class syllabus and may authorize a faculty member to modify the class syllabus, if (a) expected learning outcomes are not modified, and (b) all required elements of a course syllabus are present. Elements of a class course syllabus include items a-g listed above and the following:

- h. Principal course assignments (such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted).
- i. Specific course requirements for grading purposes (e.g., written and oral tests and reports, research papers, performances or other similar requirements, participation requirements -- if any).
- j. Grading Policy. How the final grade will be determined with respect to weights or course points assigned to various course requirements.
- k. Attendance Policy. If there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what the weight or course points will be.
- l. Required course material, including texts.
- m. Policy for make-up of examinations.
- n. **Religious Holidays.** Religious holidays should be taken into consideration in the formation of course schedules.

In addition to the above elements of a course syllabus, the instructor should add for each section taught: (a) instructor name, and (b) instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).

5. **Student Access to Previous Course Syllabi**

Departments and programs will make the class course syllabus of the most recent offering of each course under each instructor readily available in the current academic semester within one week of the drop/add period for inspection by students who may wish to enroll in the course in the future. ~~Departments and programs will make the class course syllabus of the most recent offering of each course under each instructor readily available for inspection by students who may wish to enroll in the course in the future.~~ Departments and programs will make these class syllabi available to students on a web site accessible by students.

The Office of the Vice President for Instruction shall make these course syllabi available ~~on the World Wide Web~~ online.

Students with disabilities who require reasonable accommodations in order to participate in course activities or meet course requirements should contact the instructor or designate during regular office hours or by appointment.

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