CALS Curriculum Committee Meeting
February 14, 2014
2:00 p.m.
1031A McCarty Hall D


Agenda and Index for Materials

Approve Minutes from December 13, 2013 and January 10, 2014

Dr. Telg: Update from UCC

Graduate New Course Proposal

1. SWS 5XXX – Communicating in Academia
   (Resubmission from December 2013)

Graduate Course Change Proposal

2. SWS 6648 – Biogeochemistry of Wetlands

Undergraduate Course Change Proposals

3. ORH 4236C – Landscape and Turf grass Management
4. PCB 4233 – Immunology
5. MCB 4905 – Undergraduate Research
6. MCB 4320C – Bacterial Genome Sequencing and Analysis
7. MCB 4034L – Advanced Microbiology Laboratory
8. MCB 4652 – Environmental Microbiology
CALS Curriculum Committee Meeting  
December 13, 2013  
Submitted by James Fant  


**Call to Order:** The College of Agricultural and Life Sciences Curriculum Committee met on December 13, 2013 in Rm. 1031A McCarty Hall D. Dr. Wendell Porter called the meeting to order at 2:05 p.m.  

**Previous agenda items and supporting material can be found on the CALS Curriculum Committee homepage under archived information:**  
http://www.cals.ufl.edu/faculty_staff/curriculum_committee.shtml  

**Approval of Minutes:** A motion was made by Jennifer Clark to approve the minutes from the November 15, 2013 meeting of the CALS CC. The motion was approved.  

**All items approved by the committee will be forwarded to either the Graduate Curriculum Committee (GCC), Graduate Council (GC) or the University Curriculum Committee (UCC) once any changes requested are made and the submission is complete.**  

**Websites:** Grades – https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx  

**Selection of Chair-Elect** – Dr. Bryan Kolaczkowski accepted the position.  

**Update from UCC:**  

**Graduate New Course Proposals**  

1. **ANS 6XXX – Essentials of Livestock Immunology (Resubmission from 11/15/2013)**  
A motion was made by Dr. Andreu to approve this item with a change requested. The motion was approved. The last page of the syllabus needs to be reformatted.  

2. **ANS 6XXX – Ruminant Nutrition (Resubmission from 11/15/2013)**  
A motion was made by Dr. Andreu to approve this item with changes requested. The motion was approved. The last sentence of the course description should be removed from both the UCC1 form and the syllabus. The heading of the syllabus should read ANS 6XXX…  

3. **SW S 5XXX – Communicating in Academia**  
A motion was made by Dr. Andreu to recycle this item back to the department for changes and resubmission. The motion was approved. The main concern with this submission is
the need for a more developed justification explaining if this course is procedural and
organizational in nature or is it more oriented towards writing and content. The submission
should also include consultations with other departments that offer communication courses to
make sure there is no overlap (Ag Education and Communication or the UF Writing Program).
The committee suggests adding "Introduction" to the course title. Since other departments offer
similar courses the committee requests the submitter discuss this item with other CALS graduate
 coordinators to see how this course differs and what sets it apart. In the syllabus, it was brought
up that one of the objectives should be to better prepare students for the process of a job
interview. Finally, in the section of the syllabus that discusses on-line chat sessions, a committee
member asked if headsets should be mentioned as a requirement along with access to a web
camera.

Graduate Course Change Proposals

4. ANS 6706 – Environmental Physiology of Domestic Animals
   A motion was made by Dr. Andreu to approve this item as submitted. The motion was
   approved.

5. ANS 6715 – The Rumen and its Microbes
   A motion was made by Dr. Frazer to approve this item with changes requested. The
   motion was approved. Please remove "their" from the new course description on the UCC1 form
   and the syllabus. List some examples of the journal articles that will be discussed.

6. SWS 5308 – Waterborne Pathogens
   A motion was made by Dr. Andreu to approve this item as submitted. The motion was
   approved.

Undergraduate New Course Proposals

7. ALS 4911 – Supervised Research (Template)
   A motion was made by Dr. Andreu to approve this item as submitted. The motion was
   approved.

Undergraduate Course Change Proposals

8. SWS 4307 – Ecology of Waterborne Pathogens
   A motion was made by Dr. Sieving to approve this item as submitted. The motion was
   approved.

9. ALS 4915 – Honors Thesis Research (Template)
   A motion was made by Dr. Andreu to approve this item as submitted. The motion was
   approved.

10. ALS 4905 – Individual Study (Template)
    A motion was made by Dr. Andreu to approve this item as submitted. The motion was
    approved.
**Undergraduate Curriculum**

11. Proposed changes to CALS Applied Biology Specialization
   A motion was made by Dr. Frazer to approve this item as submitted. The motion was approved.

12. Proposed changes to Interdisciplinary Studies – Environmental Management in Agriculture and Natural Resources
   A motion was made by Dr. Kolaczkowski to approve this item as submitted. The motion was approved.

13. Proposed changes to the Soil and Water Science Major
   A motion was made by Jennifer Clark to approve this item as submitted. The motion was approved.

**Conclusion**

The meeting was adjourned at 3:30 p.m.
CALS Curriculum Committee Meeting
January 10, 2014
Submitted by James Fant

Members Present: N/A

Call to Order: The 1/10/2014 meeting of the CALS Curriculum Committee was canceled. A vote on three items was held via e-mail.

Previous agenda items and supporting material can be found on the CALS Curriculum Committee homepage under archived information:
http://www.cals.ufl.edu/faculty_staff/curriculum_committee.shtml

Approval of Minutes: N/A – December minutes will be voted on during the February 2014 meeting.

All items approved by the committee will be forwarded to either the Graduate Curriculum Committee (GCC), Graduate Council (GC) or the University Curriculum Committee (UCC) once any changes requested are made and the submission is complete.


Update from UCC: None

Graduate Course Change Proposal

1. SWS 5224 – Environmental Biogeochemistry
   This item was approved as submitted by a majority vote.

Undergraduate Course Change Proposal

2. SWS 4223 – Environmental Biogeochemistry
   This item was approved as submitted by a majority vote

Curriculum

3. Renaming of FSHN degree to Food Science
   This item was approved as submitted by a majority vote

Conclusion
N/A
Academic Approval Tracking
UNIVERSITY of FLORIDA

SWS_5XXX_Communicating_In_Academia

Process: Graduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Sisk, Michael J
Created: 11/19/2013 9:01:20 AM
Updated: 1/16/2014 3:35:55 PM
Description: Request for Real Course Number Specific to Our Academic Unit.

Documents

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Replaced Documents (1)

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<td>Reddy, K. Ramesh</td>
<td>Please review comments from the 12-13-13 CALS Curriculum Committee for requested changes and documentation.</td>
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December 9, 2013

Dear CALS Curriculum Committee:

Dr. Yuncong Li and I are very excited about our new course “Communicating in Academia” and have applied for a course number. In preparing this course, we consulted with many individuals including the CALS Dean’s office, our departments, students, and other faculty. We met with Drs. Mark Rieger and Al Wysocki who encouraged us to apply for a distance learning grant provided by CALS. This led to us receiving these funds and creating the course that was first taught in the Spring of 2012 through Sakai. Our course is truly unique as it offers key materials for navigating the written requirements of academia with student focused assignments and weekly chat sessions.

As we started developing this course, we looked for courses with similar content with the assistance of Dr. Mark Rieger. The only course identified was Dr. Michael Kane’s ALS 5934. We spent some time with Dr. Kane and discovered there were some key differences between our courses which actually made them more complementary rather than similar. Thus, we agreed the Dr. Kane’s class would be in the fall with our class following in the spring. This would give students the opportunity to capitalize on the benefits of both.

The differences between the courses are outlined in the following table:

<table>
<thead>
<tr>
<th>ALS5934</th>
<th>New Course</th>
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<tr>
<td><strong>Title</strong></td>
<td>Communicating in Academia - Guide for Graduate Students</td>
</tr>
<tr>
<td><strong>Objective</strong></td>
<td>Those successfully completing this course will be able to:</td>
</tr>
<tr>
<td>1. Utilize available university information, support, and guidance resources to enhance their academic and professional success.</td>
<td>1. Define plagiarism and identify plagiarism</td>
</tr>
<tr>
<td>2. Discuss diverse issues important to their graduate educational experience and professional development.</td>
<td>2. Identify graduate research proposal elements required by the student’s department and advisor</td>
</tr>
<tr>
<td>3. Developed a well-organized and effective curriculum vitae or resume.</td>
<td>3. Identify keywords associated with a research topic</td>
</tr>
<tr>
<td>4. Prepare and deliver more effective presentations.</td>
<td>4. Create a writing schedule depicting how a thesis or dissertation can be completed to meet deadlines</td>
</tr>
<tr>
<td></td>
<td>5. Create a manuscript outline and identify key components</td>
</tr>
</tbody>
</table>

The Foundation for The Gator Nation
An Equal Opportunity Institution
| Different topics | 1. Overview of Graduate Professional Development 2012 On-Line  
2. Strategies to Enhance Your Graduate Experience and Professional Development  
3. Preparing to Teach Your First Class  
4. Conflict Resolution in an Academic Environment  
5. History & Future of the Land Grant University  
6. Effective Leadership  
7. Responsible Conduct of Research & Science  
8. Going From a Thesis/Dissertation to a Published Article  
9. Getting the Most From Your Graduate Experience (panel)  
10. Intellectual Property Protection and Technology Transfer  
11. The Patent Process – Faculty Perspectives  
13. Interviewing Techniques  
14. Employing Graduates  
7. Identify appropriate journals for publishing research  
8. Create an academic CV  
9. Locate grant proposal announcement, identify key components to a good proposal  
10. Identify key elements of a good presentation |
| --- | --- |
| Similar lectures | 1. Resume and Curriculum Vitae Development  
2. Preparing Professional Presentations: An Overview  
2. Ethics and scientific publication  
3. Common writing challenges  
4. Graduate research proposal – key elements  
5. Thesis/dissertation: purpose, forms, planned writing, expectations  
6. Manuscript writing – structure, writing order, referencing  
7. Manuscript writing – Objectives  
8. Manuscript writing – Figures and Tables  
9. Refereed journal process  
10. CVs  
11. Grant proposal writing  
12. Succeeding as a graduate student Part I  
13. Succeeding as a graduate student Part II |
| Format | 1. Saki-lectures  
2. Seminars are presented by 15 | 1. Saki-lectures  
2. All lectures are delivered by Drs. |
<table>
<thead>
<tr>
<th>Student interaction</th>
<th>With each topic, students are required to complete an assigned reading, or in some cases, view a video vignette and then post a response to a discussion question.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Migliaccio and Li</td>
<td>Interaction with students consists of homework with instructor feedback. In addition, two live chat sessions a week using video software are held.</td>
</tr>
<tr>
<td>Grading</td>
<td>Final grading of Satisfactory/Unsatisfactory (S/U) will be based on total points achieved through: 1) submission of critiques of the online video presentations; 2) submission of brief responses to short readings or topical discussion questions; and 3) submission of an effective resume or curriculum vitae with a well-written and compelling application cover letter for a specific position.</td>
</tr>
<tr>
<td>3 credit course with a letter grade. Grade is partitioned such that participation in chats is 15%, homework assignments are 70%, and the creative project is 15% of the total grade. Assignments are based on each weeks lecture and designed to allow students to further develop materials required within their academic program or that would enhance their graduate products. Assignments are graded weekly with follow-up discussion in the chat session.</td>
<td></td>
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<tr>
<td>Grade</td>
<td>2 credits with S/U</td>
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<tr>
<td>Textbook</td>
<td>No</td>
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<tr>
<td>Yes</td>
<td></td>
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<tr>
<td>Required class project</td>
<td>No</td>
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<tr>
<td>Yes; Required to use skills acquired in the class and discipline specific topics.</td>
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Dr. Kane’s class provides a classical overview of topics of interest to those entering the academic profession. Our course more specifically focuses on writing and how to effectively communicate as an academic. We believe both are very useful to graduate students.

Twenty-seven graduate students took our course last spring with excellent reviews. We strongly feel this course is needed based on this teaching experience and interactions with our graduate students. We want our graduate students to be great communicators so that scientific results are accurately conveyed. Dr. Li and I feel this course helps to provide this skill as formal coursework on this topic is currently lacking. The element of being distance education adds to its effectiveness as we can reach a larger audience.

Sincerely,

Kati Migliaccio, PhD PE
Associate Professor klwhite@ufl.edu
Agricultural and Biological Engineering
Dear Dr. Sisk:

Thank you for consulting with us about potential duplication/overlap with UWP courses.

SWS 5XXX overlaps in minor part with our ENC 5319, specifically on these three objectives:

- Create a manuscript outline and identify key components
- Create figures and tables using professional practices
- Identify appropriate journals for publishing research

However, SWS 5XXX appears to be a professionalization course in which students learn about various writing tasks, whereas our course is a skills course in which students develop the ability to write full-length academic papers. Thus, the primary requirement of ENC 5319 is a publishable manuscript, whereas SWS 5XXX does not require a significant writing project.

Therefore, we do not object to the creation of this new course.

Sincerely,
Creed Greer

---

Creed Greer, Director
University Writing Program
University of Florida
302 Tigert Hall
P.O. Box 112020
Gainesville, Florida 32601
352-846-1138
www.writing.ufl.edu

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From: Sisk, Michael J
Sent: Tuesday, January 07, 2014 7:58 AM
To: Greer, Creed C, III
Cc: Migliaccio, Kati W
Subject: FW: External Consultation Request From UF Writing Program

Dr. Greer,

Hopefully the Spring 2014 semester beginning yesterday went as smoothly as it could go. I just wanted to check in with you all to see if had a chance to review the e-mail request below. Thanks for your time.
From: Sisk, Michael J  
Sent: Tuesday, December 17, 2013 4:55 PM  
To: Greer, Creed C, III  
Cc: Migliaccio, Kati W  
Subject: External Consultation Request From UF Writing Program

Dr. Greer,

The Soil and Water Science Department is working on requesting a real course number for a new course that was taught for the first time in Spring 2013. The College of Agricultural and Life Sciences curriculum committee requested that we get external consultations from other departments/units that offer communication courses to ensure there is no overlap. One of those units identified was the UF Writing Program. Please review the course syllabus and let us know if there is any overlap or issues you see that would prevent us from moving forward with our request for real course number. It may be pushing it b/c of winter break beginning, but if you could let us know by January 3rd that would be great.

Thanks for your time.

Mike  
SWSD

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Michael J Sisk, Academic Support Services, Coordinator 1  
Soil and Water Science Department, University of Florida IFAS  
2181 McCarty Hall A, P.O. Box 110290, Gainesville, FL 32611-0290  
352-294-3152, Fax: 352-392-3399  
mjsisk@ufl.edu, http://soils.ifas.ufl.edu

UF | IFAS  
UNIVERSITY of FLORIDA  
Soil & Water SCIENCE
Michael,

Sorry for my delayed reply. The proposed course has elements that are similar to several of our courses, but we don’t feel that significant overlap exists. However, we would request that you replace “Communicating” in the title, since that’s a mainstay area of expertise in our department. Perhaps “Research and Grant Writing in Academia” or something similar would work for you.

Ed

Ed Osborne
Professor and Chair
Dept. of Agricultural Education and Communication
University of Florida
305 Roll’s Hall, PO Box 110540
Gainesville, FL 32611-0540
Office: 352-273-2613
ewo@ufl.edu

Dr. Osborne,

Hopefully the Spring 2014 semester beginning yesterday went as smoothly as it could go. I just wanted to check in with AEC Dept to see if had a chance to review the e-mail request below. Thanks for your time.

Mike
SWSD
The Soil and Water Science Department is working on requesting a real course number for a new course that was taught for the first time in Spring 2013 and will be offered again in Spring 2014. The College of Agricultural and Life Sciences curriculum committee requested that we get external consultations from other departments/units that offer communication courses to ensure there is no overlap. One of those units identified was the Department of Agricultural Education and Communication. Please review the course syllabus and let us know if there is any overlap or issues you see that would prevent us from moving forward with our request for real course number. It may be pushing it b/c of winter break beginning, but if you could let us know by January 3rd that would be great.

Thanks for your time.

Mike
SWSD

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352-294-3152, Fax: 352-392-3399
misisk@ufl.edu, http://soils.ifas.ufl.edu

UF/IFAS
UNIVERSITY of FLORIDA

Soil & Water Science
Absolutely no objections. I have seen the syllabus from last year.

Mike Kane

Dr. Michael E. Kane
Distinguished Teacher Scholar & Professor
Environmental Horticulture Department
University of Florida
P.O. Box 110675
Gainesville, FL 32611-0675
Office 352-273-4500
Cell: 352-359-3565
Fax: 352-392-1413
Email: micropro@ufl.edu

Plant Restoration, Conservation, and Propagation Biotechnology

From: Sisk, Michael J
Sent: Friday, December 06, 2013 1:43 PM
To: Kane, Michael E
Subject: FW: Request For Real Course Number: SWS_5XXX_Comunicating_In_Academia

Dr. Kane,

I know this the CALS Curriculum Committee is going to request external consultation from Environmental Horticulture since we are trying to get a real course number for the Communicating in Academia. I know you teach ALS 5934 - Graduate Professional Development Seminar so that is why think they are going to need something. Dr. Migliaccio and Dr. Li are working on a justification memo now and have advised me that you all are confident they are different, actually the courses are complementary and that you all already compared topics and agree both courses are different. Would you be able to respond (via e-mail will be fine) if you have any objections to us getting a real course number for Communicating in Academia.

Thanks for your time.

Mike
SWSD
From: Sisk, Michael J  
Sent: Friday, December 06, 2013 12:26 PM  
To: Teplitzki, Max; Li, Yuncong; Migliaccio, Kati W  
Subject: Request For Real Course Number: SWS_SXXX_Communicating_In_Academia

Good Afternoon,

The Soil and Water Science Department request for a real course number for Communicating in Academia is going to the CALS Curriculum Committee meeting on December 13th at 2:00 pm. I received a call from the Dean's Office yesterday requesting an additional document justifying our request and what sets this course apart from other courses of this nature at UF, obviously I will need your all’s help to draft this memo, get signatures, and then send over to Dean’s Office before next Friday. I know this request probably isn’t coming at an opportune time, but the Dean’s Office believes it is vital to have this justification document for the full committee to review next Friday.

The only course I know of that they may be thinking a conflict might show up between the courses is the ALS 5934 – Graduate Professional Development - Dr. Mike Kane in Environmental Horticulture, this course already has a perm course number:

a. [http://hort.ifas.ufl.edu/faculty/kane/als5934/](http://hort.ifas.ufl.edu/faculty/kane/als5934/)

Thanks for your assistance.

Mike  
SWSD

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Michael J Sisk, Academic Support Services, Coordinator 1  
Soil and Water Science Department, University of Florida IFAS  
2181 McCarty Hall A, P.O. Box 110290, Gainesville, FL 32611-0290  
352-294-3152, Fax: 352-392-3399  
mjsisk@ufl.edu, http://soils.ifas.ufl.edu
From: Leary, James Daniel
Sent: Thursday, January 16, 2014 2:21 PM
To: Sisk, Michael J
Cc: Migliaccio, Kati W; Li, Yuncong; Snyder, Robin Iris; Turner, R Elaine; Fant, James T
Subject: FW: Graduate-level writing class

Hello Mike!

I just spoke to Ed Osborne about the title issue. I know he was reluctant, but said he was willing to let the title stand as approved by the College of Engineering with “Communicating” in the title, stating that they had no claim to the term “communicating”. I hope this will help you get this course approved.

Best regard,
Jim

James D. Leary, Ph.D., P.E.
Undergraduate Coordinator
Biological Engineering
115 Rogers Hall
PO Box 110570
Gainesville, FL 32611-0570
PH: 352-392-1864 x 115
FX: 352-392-4092

From: Leary, James Daniel
Sent: Sunday, December 15, 2013 2:32 PM
To: Greer, Creed C, III
Subject: RE: Graduate-level writing class

Hello Creed!

Thanks for getting back to me with those comments. No need to officially fill out a form, but thanks! You email comments will be sufficient for the COE Curriculum Committee. Thanks again! Wishing you the best for the holiday!

Sincerely,
Jim

From: Greer, Creed C, III
Sent: Friday, December 13, 2013 4:10 PM
To: Leary, James Daniel
Subject: RE: Graduate-level writing class

Hi Jim:

I would be happy to fill out the form. We do have a 5000-level writing class under review in the UCC, but I think our courses are significantly different.
I hope you don't mind if I put this on my schedule for next week.

All the best,
Creed

---

From: Leary, James Daniel  
Sent: Friday, December 13, 2013 9:49 AM  
To: Greer, Creed C, III  
Subject: Graduate-level writing class

Hello Creed,

Dr. Kati Migliaccio is in the process of acquiring a course number for her class, Communicating in Academia (syllabus and UCC1 form attached). This was tabled at our last College of Engineering Curriculum Committee Meeting to determine if it already duplicated any other graduate-level writing classes. Angela Lindner said to contact you as a source who might know if this is a duplication of any other such graduate course. Please let me know either way. Thank you for your time!

Best regards,
Jim Leary

James D. Leary, Ph.D., P.E.  
Undergraduate Coordinator  
Biological Engineering  
115 Rogers Hall  
PO Box 110570  
Gainesville, FL 32611-0570  
PH: 352-392-1864 x 115  
FX: 352-392-4092
UCC: Syllabus Checklist

All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

Syllabus MUST contain the following information:

- ☑ Instructor contact information (and TA if applicable)
- ☑ Course objectives and/or goals
- ☑ A topical outline (at least tentative) of subjects to be covered
- ☑ Required and recommended textbooks
- ☑ Methods by which students will be evaluated and their grades determined
- ☑ Policy related to class attendance
- ☑ Policy related to make-up exams or other work
- ☑ Statement related to accommodations for students with disabilities
- ☑ Information on current UF grading policies for assigning grade points

It is recommended that syllabi contain the following information:

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF’s honesty policy
4. Contact information for university counseling and mental health services

The University’s complete Syllabus Policy can be found at:

http://www.aa.ufl.edu/policy/SyllabiPolicy.pdf
Department Name and Number: Soil and Water Science; 514921000

Recommended SCNS Course Identification
Prefix: SW  S  Level: 5  Course Number:  X  X  X  Lab Code
Full Course Title: Communicating in Academia
Transcript Title (please limit to 21 characters): Communicating in Acad

Effective Term and Year: Spring 2015  Rotating Topic: □ yes  □ no
Amount of Credit: 3  Contact Hour:  Base: 3  or Headcount: ______
S/U Only: □ yes  □ no
Repeatable Credit: □ yes  □ no  If yes, ______ total repeatable credit allowed
Variable Credit: □ yes  □ no  If yes, ______ minimum and ______ maximum credits per semester

Course Description (50 words or less)
This course is designed to teach graduate students about academic writing, specifically focused on research proposals, theses, dissertations, manuscripts, grant proposals, and CVs. The course was developed to teach students about aspects of academic writing that are not normally part of graduate curriculum but are necessary to succeed.

Prerequisites
None

Co-requisites
None

Degree Type (mark all that apply)
□ Baccalaureate  □ Graduate  □ Professional  □ Other

Category of Instruction
□ Introductory  □ Intermediate  □ Advanced

Rationale and place in curriculum
Graduate students are required to communicate their scientific results in a professional manner. Many students are deficient in this skill and would benefit from structured learning on how to convey their science to their audience. Students currently struggle with communication as it is not formally part of graduate program curriculum. This course specifically targets graduate students who are pursuing an academic career but other students would also benefit from practical knowledge (such as CV development and writing skills) provided in this course.

Department Contact
Name: Michael Sisk  Email: mjsisk@ufl.edu
Phone: 294-3152

College Contact
Name: Dr. Elaine Turner  Email: returner@ufl.edu
Phone: 392-1963
Communicating in Academia - Guide for Graduate Students
Syllabus

Kati Migliaccio and Yuncong Li

SWS 5XXX
COMMUNICATING IN ACADEMIA

1. **Catalog Description:** 3 credits. Spring 2014, Distance Education with chat sessions. This course is designed to teach graduate students about academic writing, specifically focused on research proposals, theses, dissertations, manuscripts, grant proposals, and CVs. The course was developed to teach students about aspects of academic writing that are not normally part of graduate curriculum but are necessary to succeed.

2. **Pre-requisites and Co-requisites:** None.

3. **Course Objectives:**
   Those successfully completing this course will be able to:
   - Define plagiarism and identify plagiarism
   - Identify graduate research proposal elements required by the student’s department and advisor
   - Identify keywords associated with a research topic
   - Create a writing schedule depicting how a thesis or dissertation can be completed to meet deadlines
   - Create a manuscript outline and identify key components
   - Create figures and tables using professional practices
   - Identify appropriate journals for publishing research
   - Create an academic CV
   - Locate grant proposal announcement, identify key components to a good proposal
   - Identify key elements of a good presentation
   - Better prepare students for the process of job interview

4. **Instructors:**

   Dr. Kati Migliaccio
   Telephone: 305-246-7001 x 288
   E-mail: klwhite@ufl.edu
   Web site: http://trec.ifas.ufl.edu/kwm/

   Dr. Yuncong Li
   Telephone: 305-246-7001 x 282
   E-mail address: yunli@ufl.edu
   Web site: http://trec.ifas.ufl.edu/yuncong/

   Office Location: UF Tropical Research and Education Center

Drs. Migliaccio and Li will return email and phone messages within 48 hours of receiving them. Do not expect messages to be returned over the weekend.
5. **Training Location:** Sakai ([https://lss.at.ufl.edu/](https://lss.at.ufl.edu/))

   A valid UF login is needed in order to register for this training. This course is offered through Sakai and therefore requires internet access. Internet speeds vary, wireless and DSL will likely result in slow video downloads. To check the speed of your connection, try speedtest.net. A speed rating of A or B should be sufficient. Internet connections with speeds graded as C or less are likely to be slow.

   Be aware that participation is part of each student’s grade. Participation will consist of scheduled chat sessions (the times for these sessions will be established on the first week of class) and potential designated Sakai discussion.

6. **Material and Supply Fees:** To be determined

7. **Textbooks and Software Required:**


8. **Recommended Reading:** (The list and readings will be modified based on availability of e-version of these books. The request of purchasing has been submitted to the UF library)


9. **Attendance and Expectations:** Students are expected to complete the presentations and course assignments using Sakai. All late homework and assignments will receive a letter grade (10 pt) deduction for each 12 hrs late. Homework assignments will be submitted in Sakai. Graded assignments will also be returned using the Sakai system. **It is the student’s responsibility to check for assignments each week.** Weekly assignments are provided in the syllabus and also in Sakai and are typically released on Mondays at 8 am.

   **Chat sessions will be scheduled weekly and all students are expected to participate (High Speed Internet Access & Web-Cams Are Required for Chat Sessions).** Chat sessions will be held outside of the Sakai course framework using Adobe Connect or a similar service. Any absences must be approved by the instructor via email correspondence or a grade of 0 will be given for participation on that date. However, if the absence is due to technical difficult there will be an optional makeup
opportunity. Thus, students will need access to a computer with a web camera and audio to take this course. Chat sessions will be scheduled after course registration to best accommodate everyone's schedule. At least two sections of chat will occur each week. Students may attend either or both chat sessions. Chat sessions may be replaced with discussions in Sakai at the instructors' discretion. Students will be notified in advance of any such change.

Any work that is submitted should be the product of the student. Any assignments that are not the individual students work will be given a 0 grade and further disciplinary action per UF policy.

While this course is a distance education course, it should be treated and considered as a regularly offered course and will require the same amount of time that any other 3 credit graduate course would require. Lecture lengths are posted in the course outline. Chat sessions are expected to be 1 to 1.5 hours in length each week. Assignments range in difficulty but will require several hours of work to complete each week. The creative project should be given due attention as it represents 15% of the course grade.

Requirements for class attendance are consistent with university policies that can be found at: [http://gradcatalog.ufl.edu/content.php?catoid=4&navoid=907#attendance](http://gradcatalog.ufl.edu/content.php?catoid=4&navoid=907#attendance).

10. Grading: Participation in chats 15%, homework assignments 70%, creative project 15%

11. Grading Scale: A=90-100%, B = 80-89, C = 70-79%, D = 60-69%, E<60%

11a. Grades and Grade Points For information on current UF policies for assigning grade points see [https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx)

12. Online Course Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at [https://evaluations.ufl.edu](https://evaluations.ufl.edu). Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at [https://evaluations.ufl.edu/results](https://evaluations.ufl.edu/results).

13. Honesty Policy – Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required
or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see:

14. Course Outline: Course outline

<table>
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<tr>
<th>Class</th>
<th>Activities</th>
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| Intro | **Reading:** None.  
**Lecture:** Introduction to course and Sakai. Review of UF library and its resources.  
**Assignment test:** Introduction using the discussions option in Sakai |
**Lecture:** Ethics and scientific publication (Drs. Migliaccio and Li) (48 min)  
**Assignment:** Assess knowledge of plagiarism and their ability to differentiate between appropriate and plagiarized text. |
| 2 | **Reading:** Part I, Ch 1 and 2 in Katz.  
**Lecture:** Common writing challenges (Drs. Migliaccio and Li) (36 min)  
**Assignment:** Review a journal article of their choice (related to their research), the student must read and identify grammar mistakes, punctuation mistakes, and poor word choices. DO NOT SELECT YOUR ADVISOR’S PAPER. |
| 3 | **Reading:** Ch 1, 2 and Epilogue in Cahn  
**Lecture:** Graduate research proposal – key elements (Drs. Migliaccio and Li) (33 min)  
**Assignment:** Identify departmental requirements for a proposal; ask advisor or other committee members for any addition requirements she/he might have. Submit departmental requirements (copy of doc) and outline of proposal that
includes these elements. Identify 15 ‘key words’ for your topic.

| 4 | Reading: Graduate handbook for your department and UF – sections regarding thesis and dissertation writing. |
|   | Lecture: Thesis/dissertation: purpose, formats, planned writing, expectations (Drs. Migliaccio and Li) (24 min) |
|   | Assignment: Provide a chapter outline of your thesis/dissertation with a timetable for completing each chapter. |

| 5 | Reading: Part II, Ch 1 Katz |
|   | Lecture: Manuscript writing – structure, writing order, referencing (Drs. Migliaccio and Li) (29 min) |
|   | Assignment: Provide a manuscript outline based on the tips and elements presented in this lesson. |

| 6 | Reading: Part II, Ch 2 Katz |
|   | Lecture: Manuscript writing – Objectives (Drs. Migliaccio and Li) (26 min) |

| 7 | Reading: Part I, Ch 4 – 5 Katz |
|   | Lecture: Manuscript writing – Figures and Tables (Drs. Migliaccio and Li) |
|   | Assignment: Make a figure and a table following good practices using your research data |
|   | Creative project: Discussion of creative projects and grading |

**SPRING BREAK**

|   | Lecture: Refereed journal process (Drs. Migliaccio and Li) (26 min) |
|   | Assignment: Identify 4 potential journals for publishing your research; include ranking factors, page charges, and other characteristics. Identify at least one reference in each journal related to your research. |

| 9 | Lecture: CVs (Drs. Migliaccio and Li) (32 min) |
|   | Assignment: Submit draft CV |

| 10 | Reading: Part I, Ch 1-10 in Ogden & Goldberg |
|    | Lecture: Grant proposal writing (Dr. Eric McLamore) |
|    | Assignment: Find 2 announcements in your field. |
|    | Creative project: Deadline for creative project idea submittal. This is required and those who do not submit will receive a 20 point deduction in their final grade for the creative project. |

| 11 | Reading: Ch 2, 3, 4, and 5 in Alley |
|    | Lecture: How to Give Effective Presentations (Dr. Li) (37 min) |
|    | Assignment: Presentation evaluation |

| 12 | Reading: Ch 3-10 in Cahn |
|    | Lecture: Succeeding as a graduate student Part I (Drs. Li and Migliaccio) |
|    | Assignment: Graduate student/advisor characteristics |
Lecture: Succeeding as a graduate student Part II (Drs. Li and Migliaccio)
Assignment: Preparing for an academic career

14 Creative project: A creative project, related to each student’s research, will be submitted. Examples include research videos, website, BLOG, or other. The project should result in something the student can use when showcasing their research for continuing their education or applying for a job. All projects must be approved by Drs. Migliaccio or Li. The final creative project is worth 15% of the course grade which corresponds to 200 points.

15. Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

16. UF Counseling Services – Resources are available on-campus for students having personal problems or lacking clear career and academic goals. The resources include:

- University Counseling Center, 301 Peabody Hall, 392-1575, Personal and Career Counseling.
- SHCC mental Health, Student Health Care Center, 392-1171, Personal and Counseling.
- Center for Sexual Assault/Abuse Recovery and Education (CARE), Student Health Care Center, 392-1161, sexual assault counseling.
- Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling.

17. Software Use – All faculty, staff and student of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

18. Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level. See http://distance.ufl.edu/student-complaints for more details.
Academic Approval Tracking

UNIVERSITY of FLORIDA

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<td>SWS_6448_Biogeochemistry_Of_Wetlands_&amp;_Aquatic_Systems</td>
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Process: Graduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Sisk, Michael J
Created: 1/31/2014 4:07:18 PM
Updated: 1/31/2014 4:08:35 PM
Description: The instructor would like to update his course title for the graduate catalog from Biogeochemistry of Wetlands to Biogeochemistry of Wetlands and Aquatic Systems. A small edit is also being done on the transcript title. Our hope is these adjustments will increase our enrollment in this course.

Documents

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Decision

Set status to: [ ]

Submit decision
**UCC2: Course Change Transmittal Form**

**Department Name and Number**: Soil and Water Science; 514921000

**Current SCNS Course Identification**
- **Prefix**: S
- **W**: S
- **Level**: 6
- **Course Number**: 4 4 8
- **Lab Code**: __

**Course Title**: Biogeochemistry of Wetlands

**Effective Term and Year**: Fall 2014

**Terminate Current Course**: ☐

**Other Changes (specify below)**: ☐

**Change Course Identification to**:
- **Prefix**: S
- **W**: S
- **Level**: 6
- **Course Number**: 4 4 8
- **Lab Code**: __

**Full Course Title**: Biogeochemistry of Wetlands and Aquatic Systems

**Transcript Title (please limit to 21 characters)**: Biogeochem - Wetlands

**Credit Hours**: From ___ To ___

**Contact Hours**: [ ] Base or [ ] Headcount

**Rotating Topic**: From [ ] yes To [ ] yes

**S/U Only**: From [ ] yes To [ ] yes

**Variable Credit**: From [ ] yes To [ ] yes

**If yes, minimum and maximum credits/semester**: ___ minimum and ___ maximum credits/semester

**Repeatable Credit**: From [ ] yes To [ ] yes

**If yes, total repeatable credit allowed**: ___

**Prerequisites**

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**Co-requisites**

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<th>From</th>
<th>To</th>
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**Course Description (50 words or less; if requesting a change, please attach a syllabus)**

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<thead>
<tr>
<th>From</th>
<th>To</th>
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**Rationale /Place in Curriculum/Impact on Program**

**Department Contact**
- **Name**: Michael Sisk
- **Phone**: 352-294-3152
- **Email**: mjsisk@ufl.edu

**College Contact**
- **Name**: Dr. R. Elaine Turner
- **Phone**: 352-392-1963
- **Email**: returner@ufl.edu
All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

### Syllabus MUST contain the following information:
- Instructor contact information (and TA if applicable)
- Course objectives and/or goals
- A weekly course schedule of topics and assignments
- Required and recommended textbooks
- Methods by which students will be evaluated and their grades determined
- A statement related to class attendance, make-up exams and other work such as: “Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.”
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3. UF’s honesty policy regarding cheating, plagiarism, etc. Suggested wording: “UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (http://www.dso.ufl.edu/scr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of TAs in this class.
4. Phone number and contact site for university counseling services and mental health services: 392-1575, http://www.counseling.ufl.edu/cwc/Default.aspx
University Police Department: 392-1111 or 9-1-1 for emergencies.

The University’s complete Syllabus Policy can be found at: http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf
ORH4236 Landscape Management

Process: Undergraduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Moore, Kimberly Anne
Created: 1/24/2014 9:39:56 AM
Updated: 1/28/2014 10:38:40 AM
Description: We are requesting a change in the name of this course from Landscape and Turfgrass Management to Landscape Management. Because students are now required to take Turfgrass Culture as part of our specialization in Plant Sciences, we feel that this title better reflects the content of the course. We also changed the prerequisites and course description related to the title change. Number of credits will remain the same.

Documents

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<td>Student Academic Support System Implementation</td>
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</table>

Decision

Set status to: □

Submit decision
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University Police Department: 392-1111 or 9-1-1 for emergencies.

**The University’s complete Syllabus Policy can be found at:** http://www.aas.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf
**UCC2: Course Change Transmittal Form**

**Department Name and Number**: 60872000

**Current SCNS Course Identification**

- **Prefix**: ORH
- **Level**: 4
- **Course Number**: 236
- **Lab Code**: Combined (C)
- **Course Title**: Landscape and Turfgrass Management

**Effective Term and Year**: Spring 2015

**Terminate Current Course**: [ ]

**Other Changes (specify below)**: 

### Change Course Identification to:

- **Prefix**: ORH
- **Level**: 4
- **Course Number**: 236
- **Lab Code**: 
- **Full Course Title**: Landscape Management
- **Transcript Title (please limit to 21 characters)**: Landscape Management

### Credit Hours:
- **From**: ________________
- **To**: ________________

### Contact Hours:
- [ ] Base or
- [ ] Headcount
- **From**: ________________
- **To**: ________________

### Rotating Topic:
- [ ] yes
- [ ] no

### Variable Credit:
- [ ] yes
- [ ] no

### S/U Only:
- [ ] yes
- [ ] no

### Repeatable Credit:
- [ ] yes
- [ ] no

### If yes, _____ minimum and _____ maximum credits/semester

### Prerequisites

- **From**: ORH 3513C
- **To**: ORH 3222C

### Co-requisites

- **From**: 
- **To**: 

### Course Description (50 words or less; if requesting a change, please attach a syllabus)

**From**: Principles and practices of landscape installation and management and arboriculture. Students will survey the landscape industry, study landscape contracting procedures and interior plantscape maintenance. Laboratories will provide practical experience in various installation and maintenance practices, and field trips will provide interaction with industry. Students should expect Saturday field trips.

**To**: To provide students with foundational knowledge and the skills needed to successfully manage and maintain residential and commercial landscapes. Additionally, this course provides students with a greater understanding of the landscape management industry and familiarizes students with sustainable landscape management techniques.

### Rationale /Place in Curriculum/Impact on Program

This course provides students with the necessary skills and information for successful professional landscape management, a core component of the Plant Science major. We request a name change because the arboriculture and turf management portions are handled in other separate courses.

**Department Contact**

- **Name**: Kimberly Moore
- **Phone**: 954-577-6328
- **Email**: klock@ufl.edu

**College Contact**

- **Name**: 
- **Phone**: 
- **Email**: 
Landscape Management
ORH4236
3 credits

Spring 2015

Instructor: Brian Pearson
Mid-Florida Research and Education Center, Apopka, Office #A-111, 407-410-6930, bpearson@ufl.edu

Office Hours: Physical office hours: by appointment. Virtual office hours: Tuesdays, 1:30pm-2:30pm or by appointment (Skype: pearsonbrianj)

Course Communications: If you have any questions or concerns please do not hesitate to contact me via e-mail or phone. I will respond within 24 hrs. M-F and within 72 hrs. on weekends. My preferred method of communication is email. If I will be out of the office, I will notify students prior via the course website. You may also choose to post your question(s) on the course discussion board. I review all discussion posts and provide additional feedback.

Course Website: http://lss.at.ufl.edu
For issues with technical difficulties for E-learning in Sakai, please contact the UF Help Desk at:

• Learning-support@ufl.edu
• (352) 392-HELP - select option 2
• https://lss.at.ufl.edu/help.shtml

** Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.


All additional reading materials will be posted with each lecture on the course website. Please refer to the tentative course schedule for the list of reading assignments.

Additional Resources (not required):
**Purpose of the Course:** This online undergraduate level course provides an in-depth examination of procedures and skills necessary for successful professional landscape management. This course is divided into two modules. Module One focuses on business management practices, while Module Two focuses on landscape management techniques. Sustainable landscape management practices are discussed throughout the course. A field trip which provides interaction with the instructor, your classmates, and landscape management professionals will provide valuable insight into commercial landscape management practices.

**Course Description:** To provide students with foundational knowledge and the skills needed to successfully manage and maintain residential and commercial landscapes. Additionally, this course provides students with a greater understanding of the landscape management industry and familiarizes students with sustainable landscape management techniques.

**Course Goals and/or Objectives:**
By the end of this course, students will:
- Identify components of a successful landscape management marketing strategy
- List professional industry associations
- Distinguish and describe components of a landscape management contract
- Calculate and prepare a landscape maintenance bid
- Describe methods to manage personnel and foster an effective workplace
- List procedures to identify, select, and acquire necessary landscape maintenance equipment
- Discuss the importance of landscape design and its implications for landscape maintenance techniques and strategies
- Identify proper pruning techniques and use of equipment
- Distinguish unique attributes of palm management in the landscape
- Describe water management techniques and practices to increase irrigation use efficiency
- Discuss the use of fertilizer and application techniques
- Calculate fertilizer and pesticide application rates
- Describe bed preparation and plant installation techniques
- Describe management strategies for annuals, herbaceous perennials, & ornamental grasses in the landscape
- Interpret pesticide labels and describe the components of the Worker Protection Standard
- Discuss the importance of sustainable landscape management practices and the need for environmental stewardship
- Identify Florida-Friendly Best Management Practices
- Describe sustainable landscape management practices and techniques
How This Course Relates to the Student Learning Outcomes in the Plant Science major:
This course provides students with an understanding of the abiotic and biotic factors that influence plant growth and management. Students will develop knowledge of environmentally sound practices through examination of Florida-Friendly Best Management Practices and sustainable landscape management techniques. This course will require students analyze and apply science-based data to solve plant management challenges and problems.

Prerequisite Knowledge and Skills: ORH3222C Turfgrass Culture; Navigation and use of Sakai (https://lss.at.ufl.edu/help/Main_Page) & (https://lss.at.ufl.edu/help/Basic)

Course Attendance & Policies:

Attendance & Weekly Assignments: This is an online course with weekly lectures and assignments. The week begins on Monday and ends on Sunday. Each week students will have a reading assignment, a narrated lecture and either homework, discussion, or challenge assignment. Students should read the textbook and any other required readings and then review the online lecture. After the student has completed the lecture, they should either complete the homework, discussion, or challenge assignment (links to assignments are under the assignment tab on the left of the course website; discussions should be posted under the discussion tab). Assignments will be accepted up to four days after the due date but will be marked down five points.

Quiz Policy: Quizzes will be given during the semester on the dates given on the topic outline. Quizzes will cover the material in the lecture preceding the exam. Make-up exams will only be given to students with an excused absence.

Late Assignments & Make-up Policy: As previously stated, assignments will be accepted up to four days after the due date, however, a five point grade penalty will be assessed. Make-up quizzes will only be given to students with an excused absence. The University of Florida defines an excused absence as: death in the family; Illness; car accident; act of God (hurricanes happen in FL); or prior notification to instructor of absence. All require proper documentation.

Course Technology: The accepted format for all assignments is MS Word files. If there is a malfunction with the class site or computer malfunctions occur, assignments may be emailed or sent via fax. It is the obligation of the student to inform me of such malfunctions immediately.

Online Course Evaluation Process: Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at http://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.
Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level. See [http://distance.ufl.edu/student-complaints](http://distance.ufl.edu/student-complaints) for more details.

**Grading & Assignments:**

See schedule for assignment dates. The week begins on Monday and ends on Sunday. All assignments need to be completed and submitted by the end of each week (Sunday, 5pm, Eastern time zone).

Assignments need to be completed in MS Word format and submitted through Sakai. If there is a malfunction with the course website, you may submit assignments via email. If an error occurs with the website, it is the responsibility of the student to contact the instructor immediately.

*All final grades are based on the number of points earned out of the total number of point (total possible points = 550).*

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points or percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module 1</strong></td>
<td></td>
</tr>
<tr>
<td>2 quizzes</td>
<td>50 points (2 x 25 points)</td>
</tr>
<tr>
<td>2 challenge questions</td>
<td>50 points (2 x 25 points)</td>
</tr>
<tr>
<td>1 homework assignment</td>
<td>50 points</td>
</tr>
<tr>
<td><strong>Module 2</strong></td>
<td></td>
</tr>
<tr>
<td>4 quizzes</td>
<td>100 points (4 x 25 points)</td>
</tr>
<tr>
<td>4 challenge questions</td>
<td>100 points (4 x 25 points)</td>
</tr>
<tr>
<td>2 homework assignments</td>
<td>100 points (2 x 50 points)</td>
</tr>
<tr>
<td>1 semester project</td>
<td>100 points</td>
</tr>
</tbody>
</table>

**Quizzes:** Six quizzes will be given throughout this course. Quizzes will be administered via Sakai using the “Assessments” tool. Quizzes will be available for 48 hours beginning on the date listed on the schedule. Once you begin, you will have 30 minutes to complete the quiz.

**Challenge questions:** Six challenge questions will be given throughout this course. Challenges will be issued on Monday at 8 am ET and will be due by Sunday 5 pm ET.

**Homework assignments:** Three homework assignments will be issued throughout this course. Homework must be submitted by 5 pm Sunday ET. Homework assignments should be well written and clearly address the issue or question being discussed. Homework will be graded on quality and timeliness according to the rubric provided with the assignment.
**Semester project:** A semester project will be assigned during the course. Students will be provided with a landscape plan. The plan will show locations of plants, but without labels. You will be responsible for selecting plant material based upon site conditions (provided) and develop an annual maintenance schedule beginning with the installation of plant materials. The maintenance schedule should include all inputs (i.e., water, fertilizer, pesticides, herbicides, trimming, mowing, etc.). The semester project must be submitted by Sunday at 5 pm ET the last week of course (4/26/15). The assignment should be well written. Additional details of the semester project can be found via the Sakai “Assignments” tool.

**Grading Scale:** The following grading scale will be used for this course:

- Percentage of Points
- 94-100 A (517-550 points)
- 90-93 A- (495-516 points)
- 86-89 B+ (473-494 points)
- 83-85 B (456-472 points)
- 80-82 B- (440-455 points)
- 76-79 C+ (418-439 points)
- 74-75 C (407-417 points)
- 70-72 C- (385-406 points)
- 66-69 D+ (363-384 points)
- 63-65 D (347-362 points)
- 60-62 D- (330-346 points)
- 59-below E (0-329 points)

For information on current UF policies for assigning grade points see: [https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx)

**Tentative Course Schedule**

<table>
<thead>
<tr>
<th>Module</th>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
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<tbody>
<tr>
<td></td>
<td>2</td>
<td>1/12/15</td>
<td>Clients, Marketing, and Professional Certification Programs</td>
<td>EDIS AEC363: Reaching Diverse Homeowner Audiences with Environmental Landscape Programs: Comparing Laws Service Users and Nonusers</td>
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<tr>
<td></td>
<td></td>
<td>1/18/15</td>
<td>Challenge Question #1 Due</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Notes</td>
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<td>3</td>
<td>1/20/15</td>
<td>Landscape Management Contracts</td>
<td>EDIS ENH1080: Florida-Friendly Landscaping Guidelines Community Associations Can Use to Select a Landscape and Write and Effective Landscaping Contract</td>
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<tr>
<td>4</td>
<td>1/26/15</td>
<td>Estimating</td>
<td>Hensley Chp. 4</td>
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<tr>
<td>5</td>
<td>2/2/15</td>
<td>Personnel Management</td>
<td>Hensley Chp. 5</td>
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<tr>
<td></td>
<td>2/8/15</td>
<td>Challenge Question #2 Due</td>
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<tr>
<td>6</td>
<td>2/9/15</td>
<td>Equipment Selection &amp; Acquisition</td>
<td>Hensley Chp. 6</td>
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<td></td>
<td>2/13/15</td>
<td>Quiz #2 Posted (due 2/15/15)</td>
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<tr>
<td></td>
<td>2/15/15</td>
<td>Homework Assignment #1 Due</td>
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<tr>
<td>7</td>
<td>2/16/15</td>
<td>Landscape Design and Management</td>
<td>EDIS ENH1181: Twenty-Two Ideas for a Low-Care, Low-Cost Landscape; EDIS ENH1156: Right Plant, Right Place: The Art and Science of Landscape Design; BMP Manual Chp. 2</td>
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<tr>
<td>8</td>
<td>2/23/15</td>
<td>Pruning</td>
<td>Hensley, Chp. 145; EDIS ENH1022: Pruning Shade Trees in Landscapes: A Plan for Training Shade Trees; BMP Manual Chp. 4</td>
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<td>2/27/15</td>
<td>Quiz #3 Posted (due 3/1/15)</td>
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<tr>
<td></td>
<td>3/1/15</td>
<td>Challenge Question #4 Due</td>
<td></td>
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<tr>
<td>9</td>
<td>3/9/15</td>
<td>Palms</td>
<td>EDIS ENH1077: Normal “Abnormalities” in Palms; EDIS PP-222: Lethal Yellowing (LY) of Palm; EDIS ENH1009: Fertilization of Field-grown and Landscape Palms in Florida</td>
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<tr>
<td></td>
<td>3/15</td>
<td>Homework Assignment #3 Due</td>
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<td>10</td>
<td>3/16/15</td>
<td>Water Management</td>
<td>Hensley, Chp. 9; BMP Manual Chp. 3</td>
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<tr>
<td></td>
<td>3/22/15</td>
<td>Challenge Question #3 Due</td>
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<tr>
<td>11</td>
<td>3/23/16</td>
<td>Fertilizing</td>
<td>Hensley Chp. 7; BMP Manual</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Reference</td>
<td></td>
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<tr>
<td>3/27/15</td>
<td>Quiz #4 Posted (due 3/29/15)</td>
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<td>3/30/16</td>
<td>Pest Management</td>
<td>Hensley Chp. 13; BMP Manual Chp. 6</td>
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<td>4/5/15</td>
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<td>4/6/15</td>
<td>Commercial Color, Plant Installation, Maintenance, and Leaf &amp; Debris Removal</td>
<td>Hensley Chp. 11; EDIS CIR1134: Gardening with Annuals in Florida</td>
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<tr>
<td>4/10/15</td>
<td>Quiz #5 Posted (due 4/12/15)</td>
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<tr>
<td>4/13/15</td>
<td>Pesticide Application and Management</td>
<td>EDIS PI-7: Licensing of Lawn and Ornamental Pesticide Applicators in Florida; EDIS PI-177: Professionalism and Pesticides: Public and Customer Communications</td>
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<tr>
<td>4/19/15</td>
<td>Homework Assignment #4 Due</td>
<td></td>
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<tr>
<td>4/20/15</td>
<td>Sustainable Landscape Management Practices</td>
<td>Hensley Chp. 16; EDIS ENH1163: Landscape Elements for a Florida-Friendly Yard</td>
<td></td>
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<tr>
<td>4/22/15</td>
<td>Quiz #6 Posted (due 4/26/15)</td>
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<tr>
<td>4/26/15</td>
<td>Semester Project &amp; Challenge Question #6 Due</td>
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**UF Policies:**

**Academic Honesty:** As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*" You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "*On my honor, I have neither given nor received unauthorized aid in doing this assignment.*"

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all
university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code.

**Services for Students with Disabilities:** The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

**Software Use:** All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

**Campus Helping Resources**
Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

*University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/*
Counseling Services
Groups and Workshops
Outreach and Consultation
Self-Help Library
Wellness Coaching

*Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*

Other resources for distance students are available at http://www.distance.ufl.edu/getting-help for:
- Counseling and Wellness resources
• Disability resources
• Resources for handling student concerns and complaints
• Library Help Desk support

Should you have any complaints with your experience in this course please visit http://www.distance.ufl.edu/student-complaints to submit a complaint.

Netiquette: Communication Courtesy: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. (Describe what is expected and what will occur as a result of improper behavior – http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf

Netiquette (short for "network etiquette" or "Internet etiquette") is a set of social conventions that facilitate interaction over networks, ranging from Usenet and mailing lists to blogs and forums (as defined by Wikipedia).

Adapted from Rules of Netiquette (http://www.albion.com/netiquette/corerules.html)

1. REMEMBER THE HUMAN Never forget that the person reading your mail or posting is, indeed, a person, with feelings that can be hurt.
2. ADHERE TO THE SAME STANDARDS OF BEHAVIOR ONLINE THAT YOU FOLLOW IN REAL LIFE
3. KNOW WHERE YOU ARE IN CYBERSPACE
4. RESPECT OTHER PEOPLE'S TIME AND BANDWIDTH
5. MAKE YOURSELF LOOK GOOD ONLINE Check grammar and spelling before you post; Know what you're talking about and make sense; Do not post flame-bait.
6. SHARE EXPERT KNOWLEDGE
7. HELP KEEP FLAME WARS UNDER CONTROL Flame is a personal attack. It is possible to disagree without attacking the person. Use emoticons and acronyms to convey emotion to avoid misunderstanding.
8. RESPECT OTHER PEOPLE'S PRIVACY
9. DON'T ABUSE YOUR POWER
10. BE FORGIVING OF OTHER PEOPLE'S MISTAKES
Critical Dates

- 1/18/15 Challenge Question #1 Due
- 1/23/15 Quiz #1 Posted (due 1/25/15)
- 2/8/15 Challenge Question #2 Due
- 2/13/15 Quiz #2 Posted (due 2/15/15)
- 2/15/15 Homework Assignment #1 Due
- 2/27/15 Quiz #3 Posted (due 3/1/15)
- 3/1/15 Challenge Question #4 Due
- 3/15/15 Homework Assignment #3 Due
- 3/22/15 Challenge Question #3 Due
- 3/27/15 Quiz #4 Posted (due 3/29/15)
- 4/5/15 Challenge Question #5 Due
- 4/10/15 Quiz #5 Posted (due 4/12/15)
- 4/19/15 Homework Assignment #4 Due
- 4/22/15 Quiz #6 Posted (due 4/26/15)
- 4/26/15 Semester Project & Challenge Question #6 Due

Disclaimer: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.
PCB4233

Process  Undergraduate Curriculum Changes
Status    Pending at CALS - College of Agricultural and Life Sciences
Submitter Foster, Jamie S
Created   2/6/2014 10:07:54 AM
Updated   2/7/2014 11:11:49 AM
Description We would like to make the following change to the course catalog so it includes our prerequisite requirements in the description. For some reason it has been recently deleted from the course catalog.

Documents

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<thead>
<tr>
<th>Title</th>
<th>Submitter</th>
<th>Created</th>
<th>Actions</th>
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<td>2/6/2014</td>
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Actions

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<th>User</th>
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<tr>
<td>Student Academic Support System Implementation</td>
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Decision

Set status to: [ ]

Submit decision
**UCC2: Course Change Transmittal Form**

**Department Name and Number:** Microbiology & Cell Science 60100000

<table>
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<tr>
<th>Current SCNS Course Identification</th>
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<tbody>
<tr>
<td>Prefix: P  C  B  Level: 4  Course Number: 2  3  3  Lab Code: Lab (L)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Effective Term and Year</th>
<th>Terminate Current Course</th>
<th>Other Changes (specify below)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Change Course Identification to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix:  Level:  Course Number:  Lab Code:</td>
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<tr>
<td>Full Course Title:</td>
</tr>
<tr>
<td>Transcript Title (please limit to 21 characters):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Hours: From ___ To ___</th>
<th>Contact Hours:</th>
<th>Base or Headcount</th>
</tr>
</thead>
</table>

| Rotating Topic:  From yes no To yes no |
|-----------------------------|-------------------|

| S/U Only:  From yes no To yes no |
|-------------------------------|-------------------|

| Variable Credit: From yes no To yes no |
|----------------------------------------|-------------------|

| If yes, minimum and maximum credits/semester |
|---------------------------------------------|-------------------|

| Repeatable Credit: From yes no To yes no |
|------------------------------------------|-------------------|

| If yes, total repeatable credit allowed |
|----------------------------------------|-------------------|

### Prerequisites

| From: Credits: 3; Prereq: MCB 3023 and MCB 3020, or equivalent. |
| To: Credits: 3; Prereq: (MCB 3023 or MCB 3020) (C) or (BCH4024) (C) or (CHM3218) (C) or (PCB3134) (C) |

### Course Description (50 words or less; if requesting a change, please attach a syllabus)

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

### Rationale /Place in Curriculum/Impact on Program

The old prerequisite was for PCB5235, the graduate level immunology course. We now have a 4,000 level course that gives the students a variety of courses other than just MCB3023 or MCB3020 to have as a prerequisite with a minimum grade of C for success in the course.

**Department Contact**

**Name:** Chris Holyoak  
**Phone:** 392-8350  
**Email:** cholyoak@ufl.edu

**College Contact**

**Name:** James Fant  
**Phone:** 392-1963  
**Email:** jfant@ufl.edu
Academic Approval Tracking
UNIVERSITY of FLORIDA

MCB4905
Process: Undergraduate Curriculum Changes
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Foster, Jamie S
Created: 2/5/2014 10:07:12 AM
Updated: 2/7/2014 11:11:28 AM
Description: We would like to make the following change to the course catalog so it includes our prerequisite requirements in the description. For some reason it has been recently deleted from the course catalog.

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Decision

Set status to:  

Submit decision

Provoost | Faculty Senate | University Curriculum Committee | Web & Privacy Policies | Approvals Contacta
© 2014 University of Florida, Gainesville, FL 32611

http://apps.aa.ufl.edu/Approval/Requests/Info/9153 2/7/2014
**Department Name and Number**: Microbiology & Cell Science 60100000

**Current SCNS Course Identification**
- **Prefix**: M
- **Level**: 4
- **Course Title**: Undergraduate Research
- **Course Number**: 905
- **Lab Code**: __

**Effective Term and Year**: ____________
- **Terminate Current Course**: □
- **Other Changes (specify below)**: □

**Change Course Identification to:**
- **Prefix**: ____________
- **Level**: ____________
- **Course Number**: ____________
- **Lab Code**: ____________

**Full Course Title**: ______________________________________________________________________

**Transcript Title (please limit to 21 characters)**: ______________________________________________________________________

**Credit Hours**: From ___ To ___
- **Contact Hours**: □ Base or □ Headcount From ___ To ___

**Rotating Topic**: From □ yes To □ no
- **S/U Only**: From □ yes To □ no

**Variable Credit**: From □ yes To □ no
- **Repeatable Credit**: From □ yes To □ no

If yes, ___ minimum and ___ maximum credits/semester
If yes, ___ total repeatable credit allowed

**Prerequisites**
- **From**: Credits: 1 to 4; can be repeated with change in content up to 10 credits. Prereq: undergraduate adviser permission; microbiology majors only.
- **To**: Credits: 1 to 2; can be repeated with change in content up to 10 credits. Prereq: undergraduate adviser permission; microbiology majors only.

**Course Description (50 words or less; if requesting a change, please attach a syllabus)**
- **From**: ____________
- **To**: ____________

**Rationale /Place in Curriculum/Impact on Program**
Our major is very difficult and any credits per semester over 2 require too many hours the per week in the lab t taking away from study time and success in the major. Can possibly max out in 5 semesters rather than 3 so at 2 credits they will have more opportunities to do undergraduate research for credit up to 5 semesters to collect data and write a thesis for magna or summa honors.

**Department Contact**
- **Name**: Chris Holyoak
- **Phone**: 392-8350
- **Email**: cholyoak@ufl.edu

**College Contact**
- **Name**: James Fant
- **Phone**: 392-1963
- **Email**: jfant@ufl.edu
MCB4320C

Process: Undergraduate Curriculum Changes
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Foster, Jamie S
Created: 2/6/2014 10:08:18 AM
Updated: 2/7/2014 11:11:01 AM
Description: We would like to make the following change to the course catalog so it includes our prerequisite requirements in the description. For some reason it has been recently deleted from the course catalog.

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Decision

Set status to:

Submit decision
## UCC2: Course Change Transmittal Form

**Department Name and Number:** Microbiology & Cell Science 60100000

**Current SCNS Course Identification**
- Prefix: M
- Course Title: Bacterial Genome Sequencing and Analysis

**Effective Term and Year**
- Terminate Current Course: □
- Other Changes (specify below): □

### Change Course Identification to:
- Prefix: ___
- Full Course Title: ____________________________
- Transcript Title (please limit to 21 characters): ____________________________

### Credit Hours:
- From: ___
- To: ___
- Contact Hours: □ Base or □ Headcount
- From: ___
- To: ___

### Rotating Topic:
- From: ___
- To: ___
- □ yes
- □ no

### S/U Only:
- From: ___
- To: ___
- □ yes
- □ no

### Variable Credit:
- From: ___
- To: ___
- □ yes
- □ no

### Repeatable Credit:
- From: ___
- To: ___
- □ yes
- □ no

### Prerequisites
- From: Credits: 3; Prereq: MCB 3020 or MCB 3023.
- To: Credits: 3; Prereq: (MCB3020 or MCB3023) (C)

### Rationale /Place in Curriculum/Impact on Program
All of our major courses require a minimum grade of C

### Department Contact
- Name: Chris Holyoak
- Phone: 392-8350
- Email: cholyoak@ufl.edu

### College Contact
- Name: James Fant
- Phone: 392-1963
- Email: jfant@ufl.edu
MCB4034L

Process: Undergraduate Curriculum Changes
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Foster, Jamie S
Created: 2/6/2014 10:05:22 AM
Updated: 2/7/2014 11:10:32 AM
Description: We would like to make the following change to the course catalog so it includes our prerequisite requirements in the description. For some reason it has been recently deleted from the course catalog.

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Decision

Set status to: [ ]

Submit decision
# UCC2: Course Change Transmittal Form

**Department Name and Number:** Microbiology & Cell Science 60100000

- **Current SCNS Course Identification**
  - Prefix: M
  - Course Title: Advanced Microbiology Laboratory
  - Level: 4
  - Course Number: 034
  - Lab Code: Lab (L)

- **Effective Term and Year**

- **Terminate Current Course**

- **Other Changes (specify below)**

**Change Course Identification to:**

- **Prefix**
- **Level**
- **Course Number**
- **Lab Code**
- **Full Course Title**
- **Transcript Title (please limit to 21 characters)**

**Credit Hours:**
- From ___
- To ___
- **Contact Hours:**
- **Base or Headcount**
- From ___
- To ___

- **Rotating Topic:**
  - From yes
  - To no
  - From yes
  - To no

- **S/U Only:**
  - From yes
  - To no
  - From no
  - To no

- **Variable Credit:**
  - From yes
  - To no
  - From yes
  - To no

- **If yes, _____ minimum and _____ maximum credits/semester**

- **Repeatable Credit:**
  - From yes
  - To no
  - From no
  - To no

**Prerequisites**

- **Credits:**
  - From: Prereq: MCB 3020 or MCB 3023, MCB 3020L or MCB 3023L, and MCB 4203, and MCB 4304, PCB 4522 or PCB 5235 with minimum grades of C.
  - To: Prereq: (MCB 3020 or MCB 3023) (C) and (MCB 3020L or MCB 3023L) (C).

**Co-requisites**

- From
- To

**Course Description (50 words or less; if requesting a change, please attach a syllabus)**

**From**

**To**

**Rationale / Place in Curriculum / Impact on Program**

The curriculum included in the lab no longer requires a background in Pathogens (MCB4203) or Immunology (PCB4233) or Molecular Genetics (MCB4304 or PCB4522). Only an advanced microbiology course and lab are now required.

**Department Contact**

- **Name:** Chris Holyoak
- **Phone:** 392-8350
- **Email:** cholyoak@ufl.edu

**College Contact**

- **Name:** James Fant
- **Phone:** 392-1963
- **Email:** jfant@ufl.edu

Rev. 10/10
Academic Approval Tracking
UNIVERSITY of FLORIDA

MCB4652

Process: Undergraduate Curriculum Changes
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Foster, Jamie S
Created: 2/6/2014 10:03:17 AM
Updated: 2/7/2014 11:09:49 AM
Description: We would like to make a modification to the wording in the course catalog so that the prerequisite information is included in the description.

Get updates Edit request Add document

Documents

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Decision

Set status to: 

Submit decision
### UCC2: Course Change Transmittal Form

**Department Name and Number:** Microbiology & Cell Science 60100000

**Current SCNS Course Identification**
- **Prefix:** MCB
- **Level:** 4
- **Course Title:** Environmental Microbiology
- **Course Number:** 652
- **Lab Code:**

**Effective Term and Year**
- Terminate Current Course: [ ]
- Other Changes (specify below): [ ]

#### Change Course Identification to:
- **Prefix:**
- **Level:**
- **Course Number:**
- **Lab Code:**

**Full Course Title**

**Transcript Title (please limit to 21 characters)**

**Credit Hours:**
- From __________ To __________

**Contact Hours:**
- Base or [ ]
- Headcount [ ]
- From __________ To __________

**Rotating Topic:**
- From [ ] yes [ ] no
- To [ ] yes [ ] no

**S/U Only:**
- From [ ] yes [ ] no
- To [ ] yes [ ] no

**Variable Credit:**
- From [ ] yes [ ] no
- To [ ] yes [ ] no

**Repeatable Credit:**
- From [ ] yes [ ] no
- To [ ] yes [ ] no

If yes, _____ minimum and _____ maximum credits/semester

**Prerequisites**

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<th>To Credits: 3; Prereq: (MCB 3020, MCB 3023 or equivalent introductory microbiology course) (C).</th>
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**Rationale /Place in Curriculum/Impact on Program**

All of our department courses require a minimum grade of C as a prerequisite

### Department Contact
- **Name:** Chris Holyoak
- **Phone:** 392-8350
- **Email:** cholyoak@ufl.edu

### College Contact
- **Name:** James Fant
- **Phone:** 392-1963
- **Email:** jfant@ufl.edu