

CALS Syllabus Policy

Approved by the CALS Curriculum Committee on November 13, 2015

College of Agricultural and Life Sciences requirements for a course syllabus closely mirror the University of Florida Policy on Course Syllabi (see http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf). However, there are some elements that are suggested by UF but required by CALS and the CALS Curriculum Committee has reviewed and approved sample syllabus statements for several required elements.

This document is intended to complement the UF Policy, clarify additional CALS requirements and provide suggested language that may be used. The language provided covers the minimum UF and CALS requirements; more details can be added at the instructor's discretion.

All CALS course syllabi must contain:

1. Course prefix and number, course title, number of credits, meeting days and times, prerequisites.
2. Instructor's name and contact information including office location, telephone number, email address and office hours; include similar TA contact information if applicable.
3. Course description. This should match the description in the catalog.
4. Course learning objectives. Course objectives should indicate what the student will be able to do when they have completed the course. See the guidance document at <http://cals.ufl.edu/faculty-staff/docs/cc/forms/learningObjectives.pdf>.
5. A weekly course schedule of topics and assignments.
6. Critical dates. Include dates for exams, due dates for assignments, etc.
7. A list of all required and recommended textbooks. Graduate courses should include a reading list of current literature along with classic references or texts where applicable.
8. Methods by which students will be evaluated and their grade determined. A grading scale may be done by total points or percentage of total points, but should clearly show the required performance for each letter grade. Plus (+) and minus (-) grades may be used but are not required. There is no standard grading scale (e.g., level of performance for an A grade) in CALS or at UF.
9. Information on current UF grading policies for assigning grade points. A standard statement is provided below.

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>

10. A statement related to class attendance and options for making up exams and other work. A standard statement is provided below.

Attendance and Make-Up Work

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

11. A statement informing students of the online course evaluation process. Instructors may want to identify a class period when students will be given time to complete the course evaluation in class on their laptop, tablet or smartphone. A standard statement is provided below.

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>. 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>.

12. A statement regarding academic honesty. A standard statement is provided below.

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>.

13. A statement regarding software use. A standard statement is provided below.

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.

14. A statement related to accommodations for students with disabilities. A standard statement is provided below.

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/

15. A statement related to resources for students. A standard statement is provided below.

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
- U Matter We Care, www.umatter.ufl.edu/
- *Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*

16. Student Complaints:

- Residential Course: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf
- Online Course: <http://www.distance.ufl.edu/student-complaint-process>

Additional information

Instructors may choose to clarify in their syllabus their teaching philosophy, expectations for classroom behavior, utilization of e-learning, and other information that will help students succeed in the course.