CALS Syllabus Policy
Approved by the CALS Curriculum Committee on November 13, 2015
(Links updated 8/24/2022)

College of Agricultural and Life Sciences requirements for a course syllabus closely mirror the University of Florida Policy on Course Syllabi (http://www.syllabus.ufl.edu/syllabus-policy/). 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.

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 documents at: https://cals.ufl.edu/content/PDF/Faculty_Staff/cals-course-objectives.pdf and https://cals.ufl.edu/content/PDF/Faculty_Staff/how-to-write-course-objectives.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.

Listed below are standard syllabus statements that meet CALS and UF requirements for undergraduate and graduate courses. All of these topics must be included in the syllabus. These cover the minimum requirements.

Grades and Grade Points
For information on current UF policies for assigning grade points, see https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/.

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/UGRD/academic-regulations/attendance-policies/.

For online course with recorded materials a statement informing students of privacy related issues such as:

> Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

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. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via

. Summaries of course evaluation results are available to students at: https://gatorevals.aa.ufl.edu/public-results/.

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.

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.

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, https://disability.ufl.edu/

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**
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Wellness Coaching

- U Matter We Care, **www.umatter.ufl.edu/**

- *Career Connections Center,* First Floor JWRU, 392-1601, https://career.ufl.edu/.

- Student Success Initiative, http://studentsuccess.ufl.edu.

Student Complaints:

- Residential Course: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/.
- Online Course: https://distance.ufl.edu/state-authorization-status/#student-complaint

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.