

COURSE SYLLABUS
POLICY AND PROCEDURES

COLLEGE OF PUBLIC HEALTH
THE UNIVERSITY OF GEORGIA

POLICY:

All students in the College of Public Health (CPH) enrolled in a classroom-based course will be provided with a course syllabus by the first day of class each semester. Syllabi will comply with the University established syllabus policy.

PROCEDURES:

1. A syllabus for each course must be prepared in accordance with University Academic Affairs Policy Statement No. 13.
2. The course syllabus shall be made available to students, in hard copy and/or electronic version, by the first day of class. Revisions and additions to the syllabus may be made throughout the semester, provided that students are apprised of any changes.
3. The College syllabus template, attached and included by reference in this policy, shall be used for the design and presentation of all syllabi, unless the template fails to meet the unique needs of the course (e.g., practicum, internship, study abroad, independent study).
4. All syllabi shall be filed with the Department and the College. The College shall electronically post syllabi during the semester in which the course is offered and at other times as deemed appropriate.
5. The CPH Curriculum and Academic Programs Committee may request that an instructor revise or update a course syllabus if it fails to comply materially with the University policy or the College syllabus template.

**Department of XXXXX
College of Public Health
University of Georgia**

**Course Prefix and Number
Course Name
Semester, Year Syllabus**

Course Information

Instructor:
Office Location:
Phone:
Email:
Office Hours:

Course Meeting Time and Location

Building:
Room:
Day:
Time:

Textbooks and Other Required Course Material

List required course material here, including texts.

Course Description

The course description should match what appears in the application for the course in the Course Approval Process Automation (CAPA) system. See <http://www.curriculumsystems.uga.edu/CAPADescription/CapaDescription.html>

Include in this section any pre-requisites or cross-listings.

Course Learning Objectives

Learning objectives specify how CPH-approved student competencies will be developed and attained through this course. For more information about linking competencies and learning objectives, see <http://www.ceph.org/i4a/pages/index.cfm?pageid=3368>

Bloom's Taxonomy serves as a helpful guide in developing learning objectives. For more information, see:

http://courses.sph.unc.edu/service_center/content_dev/quick_guides/index.html
<http://www.coe.uga.edu/epltt/bloom.htm>

Course Requirements for Grading Purposes

List and/or describe any required written or oral examinations, reports, research papers, group work, performances or other similar requirements, including participation. Also provide the week of the course in which these assignments are expected to be completed and submitted.

Topical Outline

The master syllabus should include a topical outline. The syllabus for a specific course should include a detailed timeline that corresponds to the topical outline.

Grading Policy

Describe how the final grade will be determined with respect to weights or course points assigned to various course requirements. While most people will include the University's plus/minus grading scale, at least the percentage given to each assignment should be listed.

Make-Up Policy

Clearly describe your policies regarding making-up missed examinations, assignments, etc.

Attendance Policy

If there are specific requirements for attendance, these should be stated. If attendance is to be weighted for the final grade, the syllabus should state what the weight or course points will be.

University Honor Code and Academic Honesty Policy

Reference the University Honor Code and Academic Honesty Policy and provide a statement as to what behavior unique to the course could be academically dishonest.

The syllabus must include this statement:

All academic work must meet the standards contained in "A Culture of Honesty." All students are responsible to inform themselves about those standards before performing any academic work.

Students with Disabilities

In this section, include a sentence similar to the following:

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

General Disclaimers

The syllabus must include this statement:

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