Teaching at UCF Addenda

Teaching at UCF is a living document. We anticipate that we will continue to make changes as we move forward. Below are some changes we have added since its printing in August, 2015:

**Modifications**

**Modified within Section II: Before the Semester Begins, Required Syllabus Components**

All courses at UCF are required to have a syllabus. Faculty members must turn in their syllabi to their departments or colleges before the start of the semester. Some departments encourage all instructors of the same course to use one common syllabus or include common elements (e.g., course objectives, required materials). You can get information about these policies from your chair or director. There are required and recommended components of syllabi at UCF (recommended components are denoted by an asterisk).

**Contact Information**
- Instructor’s name
- Contact information for instructor
  - Office location and hours
  - Email and phone
- Contact procedures for class: Knights email, Webcourses@UCF, or both

**Course Information**
- Course name
- Course ID and section number
- Credit hours
- Course description (include catalog description, departmental description, and a more detailed section-specific description of the course)
- Course objectives (in accord with teaching goals and tied to planned assessments) listed with as much detail as possible
- Course prerequisites and instructor expectations of student abilities
- Required texts
- Supplemental texts, helpful websites, and other materials
- Evaluation and grading
  - Plus/minus grading or flat grading
  - Grade scale (numbers/letters equivalencies)
  - Grade distribution/grading on a curve
  - Weight of assignments and tests
  - Categories of assessment
  - Method of grade reporting (Webcourses@UCF or in person)
- Policy about due dates (missed assignments/exams, makeups, extra credit)
- Policy about academic integrity
• Policy about ADA compliance and accommodation of students with disabilities*

Calendar
• Final exam date and time
  (see http://www.registrar.sdes.ucf.edu/calendar and click on “Final Examination Period” near the bottom).

We also recommend that you consider including:
• Detailed information about the academic integrity standards and definitions for your specific course, including issues such as self-plagiarism and group work on homework and/or tests
• Information about campus resources students can turn to if they need assistance in your course, including Student Academic Resource Center (SARC) services such as Supplemental Instruction and academic tutoring, the University Writing Center, and the Math Lab
• A policy on student decorum in your course that encourages high-level discussions and discourages disrespectful comments (racist, ageist, sexist, classist, homophobic, or other offensive nature) that may occur in class discussions or written documents
• Policies about attendance or class participation if applicable.

Modified within Section I: Getting Started at UCF, Textbook Compliance
Florida law dictates that information about textbook orders must be posted to students no less than 30 days before the start of the semester. At UCF, we maintain compliance with this statute by reporting all textbook orders (or statements that there are no textbooks for a course) to the UCF Bookstore 45 days in advance. This time period, at the request of the Bookstore, provides time to comply with Florida law. The fastest and easiest way to submit book requests is through the UCF Bookstore’s online book-request system (https://www.facultyenlight.com/?storeNbr=327), which provides information about which texts were used, by course, over the past two years, as well as resources for researching textbooks you may be considering. It’s always a good idea to check with the bookstore near the beginning of the semester to make sure that your books are available for students to purchase. Also, be sure to keep your department informed about the books you’ve ordered so they can answer students’ questions and confirm department-wide compliance with the state-mandated deadlines.

Modified within Section II: Before the Semester Begins, Ordering Textbooks
All textbooks at UCF must be ordered at the UCF Bookstore (affiliated with Barnes & Noble), even if they are also available elsewhere (such as online). Check with your department if there is a central coordinator who orders textbooks. If not, you may do it yourself: https://www.facultyenlight.com/?storeNbr=327. Follow the instructions provided to select materials for your course. In order to comply with Florida law, the bookstore needs faculty textbook adoptions 45 days before the start of every term.
Modified within Section I: Getting Started at UCF, What to Do in an Emergency

Note also that the university provides many safety services, including:

- Adult CPR, first aid, and Automated External Defibrillator (AED) training
- Wilderness first aid training
- First aid kit placement and maintenance
- Emergency response and training.

Certified instructors from the UCF department of Environmental Health and Safety offer multiple courses each semester in adult CPR and first aid. This training also covers the proper use of an AED and their locations across campus.

There is a nominal charge per person for the training ($22 for CPR and $33 for CPR and first aid) for non-laboratory faculty, students, and staff. Registration for this training may be made through the Human Resources Department by accessing the myUCF web site through the Environmental Health and Safety web site (http://www.ehs.ucf.edu/training/calendar.html).

Please contact Patty Farris (Patty.Farris@ucf.edu) or Debra Luken (Debra.Luken@ucf.edu) for more information about this training.

The Office of Emergency Management also offers resources and training for medical and other types of emergencies at http://emergency.ucf.edu.

Additions

Added within Section IV: At the End of the Semester, Retention of Student Records

Florida’s General Records Schedule GS5 specifies retention requirements for records commonly created and/or maintained by public universities and colleges. In the case of assignments leading to a course grade, including non-standardized tests and class projects, GS5 mandates retaining such items for one semester following the grade appeal deadline. At UCF, this deadline is one semester following assignment of the course grade, meaning items should be retained for two full semesters following completion of the course. Download the GS5 Schedule from the Florida Department of State: http://dos.myflorida.com/media/693588/gs05.pdf.