USCB Syllabus Guidelines – Updated August 2019

All faculty (full-time and part-time) are required to email a complete, detailed syllabus for each course taught each semester, to the appropriate Department Chair and to the department Administrative Assistant no later than the first week of class. Adobe pdf files are preferred.

Word documents are also accepted. Please name your file using the format listed below:

DISCIPLINE_COURSE NUMBER_SECTION_SEMESTERYEAR_FACULTYLASTNAME

Examples:

MATH_B111_001_Fall14_Smith
BIOL_B243L_001_Fall14_Thomas

ENGL_B102_009_Fall14_Wilson
HRTM_B373_001_Fall14_Jones

This information is included on the course schedule mailed to you along with your appointment letter and/or human resources paperwork for the academic year. If you have questions regarding syllabi, please contact the department Administrative Assistant assigned to your department.

All syllabi must have the following required information:

1. Course Number: [example: MATH B111]
2. Course Name: [College Algebra]
3. Term: [Spring Summer Fall, Year:]
4. Instructor’s Name and Contact Information: [include office &/or home phone as well as email address & office location]
5. Office Hours: [full-time faculty must have at least six hours; part time should indicate when available; include “and by appointment”]
6. Required Materials / Texts: [Title, edition, author(s), ISBN #, retail price, etc.] Note: Retail price need not be included if materials are available through the Shark’s Cove Bookstore.
7. Prerequisites: [copy from bulletin]
8. Course Description: [copy from bulletin]
9. Course Objectives: [Purpose of course and what will be covered] Courses that have multiple sections need to share common objectives. Contact the Department Chair for questions. See examples below.
10. Student Learning Outcomes: [This will be clear if you begin with “Students who complete this course with a grade of “C” or better should be able to do the following:”]
11. Participation / Attendance: You may want to include the UofSC policy or make one less stringent.
“University Policy: “Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences” (University Bulletin).

12. Grading Policies: [include two items: 1) a listing of what will be graded and how much each counts, and 2) what scores will produce what grades]

13. Course Outline: [Generally, this is a planned schedule of course activities by date. Include reading as well as homework assignments, papers, exams, presentations, reports, labs, etc.]

14. Policy on Academic Integrity: [The Student Handbook, lists academic regulations relating to the honor system; reference to this will put students on notice of repercussions of code violations; also include: USCB Plagiarism Policy: Plagiarism, even a first offense, will result in a failing grade for the course. For more information on campus policies see the University Bulletin. For more information on plagiarism, see: http://www.sc.edu/beaufort/library/pages/liblink/plagiarism.]

15. At the request of the Provost/EVCAA, all syllabi must contain the following statement:

Counseling and Disability Services: The University of South Carolina Beaufort provides a range of services to students needing support, and we encourage you to take advantage of them.

- Disability Services: Students who have a documented disability or suspect they might, and have not yet received accommodations from USCB Disability Services, should schedule an appointment to discuss their needs. Email disability@uscb.edu or call 843-208-8375.

- Counseling Services: USCB offers cost-free counseling to all enrolled students. Licensed therapists are here to help you address any issue that is causing you academic or other life stress. Email counseling@uscb.edu or call 843-208-8264.

16. Cell Phones and Other Communication Devices: Suggested language, revise if desired: Throughout the entire class period, all cell phones and other devices will be turned off (not just put into “silent/vibrate” mode). Students who need their devices for special purposes will need to inform the professor. The use of such devices is limited to course materials only. If you need your device (for emergency purposes only), you need to inform the instructor before class begins. If any device “rings” or makes any audible sounds (including the “vibrate” mode) during class, the student will be warned. The third occurrence during the same class period will result in the student being removed from class that day. If a student is found checking and/or sending messages with his/her device during lecture/group work, he/she can be removed from class that day.

17. Syllabi Statement for Inclement Weather: In case of inclement weather or other extreme circumstances, all announcements about USCB openings or closings will be communicated officially through the University’s main web page www.uscb.edu. Check Blackboard for individual course changes due to official delays.