|  |  |
| --- | --- |
|  | **General Education and Writing Requirement Classification Request** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Information** | | | | | | | | | | | | | | |
| 1. Course Number | XXXX | 1. Course Title | | | | | | Click here to enter text. | | | | | | |
| 1. Credit Hours | Select | 1. Prerequisites | | | | | Click here to enter text. | | | | | | | |
| 1. Current GE Classification(s) | | | B | C | | D | | | H | M | N | P | S | None |
| 1. Current Writing Requirement Classification | | | | | Select | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **If Requesting a Change in the General Education Classification** | | | | | | | | | | | | | | | | | |
| 1. Requested GE Classification(s) | | | | B | | | C | D | | | H | M | | N | P | S | None |
| **If Requesting a Change in the Writing Requirement Classification** | | | | | | | | | | | | | | | | | |
| 1. Requested Writing Requirement Classification | | | | | | | | | Select | | | | | | | | |
| 1. What type of writing skill feedback will be provided to the student? | | | | | | | | | | | | | | | | | |
|  | Grade | Corrections | | | | Draft | | | | Other: If Other, describe here. | | | | | | | |
| 1. Will a published rubric be used? | | | | | Select | | | | | | | | | | | | |
| 1. Effective Term | | | Summer | Effective Year | | | | | Select | | | | One-semester approval | | | | |

|  |
| --- |
| **Syllabus Requirements Checklist** |
| Courses that offer students General Education and/or Writing Requirement credit must provide clear and explicit information for the students about the classification and requirements.   1. For courses with a **General Education** classification, the syllabus **must** include:   Instructor contact information (and TA if applicable)  Course objectives and/or goals  A **verbatim** statement of the general education [objectives for the relevant subject area(s)](http://gened.aa.ufl.edu/program-area-objectives.aspx)  An explanation of how the general education objectives will be accomplished  Course Student Learning Outcomes  A **verbatim** statement of the general education [Student Learning Outcomes (SLOs)](http://gened.aa.ufl.edu/student-learning-outcomes.aspx)  Anexplanation of how the general education SLOs will be assessed  Required and recommended textbooks  Materials and Supplies Fees, if any  Methods by which students will be evaluated and their grades determined  Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.  A weekly course schedule with sufficient detail (including topics, assigned readings, assignments, critical dates for exams and other work) that the General Education Committee may determine the appropriateness of the General Education classification requested.  A statement related to class attendance, make-up exams and other work such as: *“Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:* [*https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx*](https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx)*.”*  A statement related to accommodations for students with disabilities such as: *"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."*  A statement informing students of the online course evaluation process such as: *“Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at* [*https://evaluations.ufl.edu*](https://evaluations.ufl.edu/)*. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at* [*https://evaluations.ufl.edu/results*](https://evaluations.ufl.edu/results)*.”*   1. It is **recommended** that syllabi contain the following information:   Class demeanor expected by the professor (e.g. tardiness, cell phone usage)  The university’s honesty policy regarding cheating, plagiarism, etc.  *Suggested wording: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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.” The Honor Code (*[*http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/*](http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/)*) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.*  Phone numbers and contact sites for university counseling services and mental health services: <http://www.counseling.ufl.edu/cwc/Default.aspx>; 392-1575, University Police Department 392-1111 or 9-1-1 for emergencies.  The University’s complete Syllabus Policy can be found at: <http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf>   1. For courses with **Writing Requirement** classification, the syllabus **must** include   "The Writing Requirement ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning."  “Course grades have two components: To receive writing credit, a student must receive a grade of “C” or higher and a satisfactory completion of the writing component of the course.”  “Writing requirement credit can only be obtained once for a course. If a student meets the writing requirement in a course, repeating the course will not result in additional writing requirement credit.”  A statement or statements indicating that the instructor will evaluate and provide feedback on the student's written assignments with respect to grammar, punctuation, usage of standard written English, clarity, coherence, and organization  Assignment word counts, page lengths, submission deadlines and feedback dates  Additionally, the syllabus must clearly show that the course meets the writing requirement to  Evaluate [2,000/4,000/6,000] written words in assignments during the semester  Provide all feedback on assignments prior to the last class meeting  **Important note:** The following types of writing assignments **CANNOT** be used to meet the writing requirement: teamwork, exam essay questions, take-home exams, and informal, ungraded writing assignments. |