

Department Name and Number _____

Recommended SCNS Course Identification			
Prefix ___ ___ ___	Level ___	Course Number ___ ___ ___	Lab Code ___
Full Course Title _____			
Transcript Title (please limit to 21 characters) _____			

Effective Term and Year _____	Rotating Topic <input type="checkbox"/> yes <input type="checkbox"/> no
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Amount of Credit ___	Contact Hour: Base ___ or Headcount ___	S/U Only <input type="checkbox"/> yes <input type="checkbox"/> no
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Repeatable Credit <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, ___ total repeatable credit allowed
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Variable Credit <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, ___ minimum and ___ maximum credits per semester
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Course Description (50 words or less)

Prerequisites	Co-requisites
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Degree Type (mark all that apply) <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional <input type="checkbox"/> Other _____

Category of Instruction <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

Rationale and place in curriculum

Department Contact	Name _____	Phone _____	Email _____
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College Contact	Name _____	Phone _____	Email _____
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All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

Syllabus MUST contain the following information:

Instructor contact information (and TA if applicable)

Course objectives and/or goals

A weekly course schedule of topics and assignments

Required and recommended textbooks

Methods by which students will be evaluated and their grades determined

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>."

A statement related to accommodations for students with disabilities such as: "Students requesting classroom accommodation must first register with the Dean of Student Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation."

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 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>. 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>.

It is recommended that syllabi contain the following information:

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF'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/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged 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.
4. Phone number and contact site for university counseling services and mental health services: 392-1575, <http://www.counseling.ufl.edu/cwc/Default.aspx>
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

UF/IFAS
College of Agricultural and Life Sciences
Office of the Dean

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MEMORANDUM

TO: University Curriculum Committee

FROM: Ricky Telg, Interim Associate Dean
College of Agricultural and Life Sciences



CC: Wendell Porter, Chair, CALS Curriculum Committee
James Fant

DATE: May 2, 2014

SUBJECT: UCC 1 new course: xxx 4932: Special Topics in _____(AEC, ANS, ENY, EVS, FYC, PLP)

Recently, the College of Agricultural and Life Sciences created 4911: Supervised Research and 4915: Honors Research for departments in the college so that all course numbers and course titles matched. We are requesting a similar approach to making changes to the current course number XXX 4905, which has been used for a number of purposes, including special topics, independent study, and individual study. The college would like all 4905 course numbers to be used for "Individual Study in _____(major)_____." However, because six majors had been using 4905 for independent study and for "special topics" courses, these six majors will need a special topics course. **Using the attached UCC1 form, we are requesting that XXX 4932: Special Topics in _____(major)_____ be created for AEC, ANS, ENY, EVS, FYC, and PLP. The UCC1 form is to create EVS 4932. We ask that this UCC1 be used as a template for the other courses being requested.**

The attached Excel spreadsheet "XXX4932 for CALS" provides details of the specific request to add XXX4932 to these majors. In addition to the Excel spreadsheet, we have included a syllabus template that would be used for all majors. The attached syllabus includes the required sections for a syllabus, but because this is a "special topics" course and would not lend itself to a standard syllabus for an ongoing course, we have only included the required sections and not completed full sections of the syllabus.

Please contact me if you have any questions.

ALS 4932, Special Topics
Credits: (1-3)
Days/Class periods offered

Catalog Description:

Variable subjects provide content for the study of agricultural topics not offered in other courses. (NOTE: A course description will be customized to the specific topic of the course)

Pre-requisites and Co-requisites: None

(Note: enrollment may be subject to instructor/department approval.)

Instructor Information:

Name, Office location, Telephone number, Email address
Office hours: Day(s), time(s)

Course Objectives:

Learning objectives will be customized to the topic of the course.

Textbooks/Required Materials:

Required materials will be determined by the instructor based on the topic of the course.

Attendance Policy:

The policies for allowable absences and make-up work follow the university attendance policies:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Assessment:

Assessment of the student's work will be determined by the instructor and a grading scale included to document how the student's grade will be determined.

For more information on grades and grading policies, please visit:

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

Schedule of Topics

Weekly schedule of topics, assignments and assessments.

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. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Distance Learning Issues (included if course is taught online)

Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level. See <http://distance.ufl.edu/student-complaints> for more details.

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/honorcodes/honorcode.php>.

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.

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/cwc/*
 - Counseling Services
 - Groups and Workshops
 - Outreach and Consultation
 - Self-Help Library
 - Training Programs
 - Community Provider Database
- *Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*

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, www.dso.ufl.edu/drc/

Department Name	Department Num	Prefix	Proposed Course Number	Proposed Course Title
Agricultural Education and Communication	514926000	AEC	4932	Special Topics in Agricultural Education and Communication
Animal Sciences	514909000	ANS	4932	Special Topics in Animal Sciences
Entomology and Nematology	514914000	ENY	4932	Special Topics in Entomology
Natural Resources and Environment (SNRE)	516117001	EVS	4932	Special Topics in Environmental Science
Family, Youth and Community Sciences	514932000	FYC	4932	Special Topics in Family, Youth and Community Sciences
Plant Pathology	514919000	PLP	4932	Special Topics in Plant Pathology

Transcript Title	New Course Description
Special Topics	Variable subjects provide content for the study of agricultural education and communication topics not offered in other courses.
Special Topics	Variable subjects provide content for the study of animal sciences topics not offered in other courses.
Special Topics	Variable subjects provide content for the study of entomology topics not offered in other courses.
Special Topics	Variable subjects provide content for the study of environmental science topics not offered in other courses.
Special Topics	Variable subjects provide content for the study of family, youth, and community science topics not offered in other courses.
Special Topics	Variable subjects provide content for the study of plant pathology topics not offered in other courses.