

Cover Sheet: Request 16087

AEB 4XXX Advanced Agricultural Microeconomics

Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Lisa House lahouse@ufl.edu
Created	4/9/2021 3:13:47 PM
Updated	9/10/2021 4:55:14 PM
Description of request	Proposal for new undergraduate course in Food and Resource Economics

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Food and Resource Economics 60060000	Lisa House		4/12/2021
CALS CC Checklist UG New Class.pdf					4/9/2021
College	Approved	CALS - College of Agricultural and Life Sciences	Joel H Brendemuhl	Edits requested by the CALS CC have been addressed.	6/30/2021
EconomicsConsult.pdf					4/13/2021
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			6/30/2021
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Catalog					
No document changes					
Student Academic Support System					
No document changes					
College Notified					
No document changes					

Course|New for request 16087

Info

Request: AEB 4XXX Advanced Agricultural Microeconomics

Description of request: Proposal for new undergraduate course in Food and Resource Economics

Submitter: Lisa House lahouse@ufl.edu

Created: 9/10/2021 4:48:09 PM

Form version: 3

Responses

Recommended Prefix

Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, the State Common Numbering System (SCNS) may assign a different prefix.

Response:

AEB

Course Level

Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).

Note: 5000 level courses must be submitted through the undergraduate new course process

Response:

4

Course Number

Enter the three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For new course requests, this may be XXX until SCNS assigns an appropriate number.

Response:

XXX

Category of Instruction

Indicate whether the course is introductory, intermediate or advanced. Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

* *

Response:

Advanced

- 1000 level = Introductory undergraduate
- 2000 level = Introductory undergraduate
- 3000 level = Intermediate undergraduate
- 4000 level = Advanced undergraduate
- 5000 level = Introductory graduate
- 6000 level = Intermediate graduate
- 7000 level = Advanced graduate
- 4000/5000= Joint undergraduate/graduate
- 4000/6000= Joint undergraduate/graduate

**Joint undergraduate/graduate courses must be approved by the UCC and the Graduate Council)*

Lab Code

Enter the lab code to indicate whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).

Response:
None

Course Title

*Enter the title of the course as it should appear in the Academic Catalog. There is a 100 character limit for course titles. *

Response:
Advanced Agricultural Microeconomics

Transcript Title

Enter the title that will appear in the transcript and the schedule of courses. Note that this must be limited to 30 characters (including spaces and punctuation).

Response:
Advanced Agri. Microeconomics

Degree Type

Select the type of degree program for which this course is intended.

Response:
Baccalaureate

Delivery Method(s)

Indicate all platforms through which the course is currently planned to be delivered.

Response:
On-Campus

Co-Listing

Will this course be jointly taught to undergraduate, graduate, and/or professional students?

Response:
No

Effective Term

Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore the actual effective

term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.

Response:
Earliest Available

Effective Year

Select the requested year that the course will first be offered. See preceding item for further information.

Response:
Earliest Available

Rotating Topic?

Select "Yes" if the course can have rotating (varying) topics. These course titles can vary by topic in the Schedule of Courses.

Response:
No

Repeatable Credit?

Select "Yes" if the course may be repeated for credit. If the course will also have rotating topics, be sure to indicate this in the question above.

Response:
No

Amount of Credit

Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC. If you select "Variable" for the amount of credit, additional fields will appear in which to indicate the minimum and maximum number of total credits.

Response:
3

S/U Only?

Select "Yes" if all students should be graded as S/U in the course. Note that each course must be entered into the UF curriculum inventory as either letter-graded or S/U. A course may not have both options. However, letter-graded courses allow students to take the course S/U with instructor permission.

Response:
No

Contact Type

Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis.

Response:
Regularly Scheduled

- Regularly Scheduled [base hr]
- Thesis/Dissertation Supervision [1.0 headcount hr]
- Directed Individual Studies [0.5 headcount hr]
- Supervision of Student Interns [0.8 headcount hr]
- Supervision of Teaching/Research [0.5 headcount hr]
- Supervision of Cooperative Education [0.8 headcount hr]

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.

Weekly Contact Hours

Indicate the number of hours instructors will have contact with students each week on average throughout the duration of the course.

Response:
3

Course Description

Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 500 characters or less. See course description guidelines.

Response:

This course provides a rigorous training in the fundamental mathematical models underlying the basic microeconomics principles. It will cover an in-depth analysis of key microeconomics concepts including consumer and producer theory, risk and uncertainty game theory, and asymmetric information. Mathematical and graphical methods will be used throughout the course to help illustrate the different concepts.

Prerequisites

Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course.

Courses level 3000 and above must have a prerequisite.

Please verify that any prerequisite courses listed are active courses.

Response:
AEB 3550 & (AEB 3103 or ECO 2013)

Completing Prerequisites on UCC forms:

- Use "&" and "or" to conjoin multiple requirements; do not use commas, semicolons, etc.
- Use parentheses to specify groupings in multiple requirements.
- Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. For example, "MAC 2311(B)" indicates that students are required to obtain a grade of B in Calculus I. MAC2311 by itself would only require a grade of D-.
- Specify all majors or minors included (if all majors in a college are acceptable the college code is sufficient).
- "Permission of department" is always an option so it should not be included in any prerequisite or co-requisite.
- If the course prerequisite should list a specific major and/or minor, please provide the plan code for that major/minor (e.g., undergraduate Chemistry major = CHY_BS, undergraduate Disabilities in Society minor =

DIS_UMN)

*Example: A grade of C in HSC 3502, passing grades in HSC 3057 or HSC 4558, and undergraduate PBH student should be written as follows: HSC 3502(C) & (HSC 3057 or HSC 4558) & UGPBH *

Co-requisites

Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system. If there are none please enter N/A.

Response:
N/A

Rationale and Placement in Curriculum

Explain the rationale for offering the course and its place in the curriculum.

Response:
This course is an upper level undergraduate elective for students in the Food and Resource Economics specialization. It is designed specifically for students who desire to pursue advanced graduate students in agricultural economics or related fields. The course heavily integrates mathematics into economic theory to prepare students for the rigor of graduate programs.

Course Objectives

Describe the core knowledge and skills that student should derive from the course. The objectives should be both observable and measurable.

Response:
1. Calculate the consumer's utility-maximizing decision in a two-good environment.
2. Calculate the producer's profit-maximizing/cost-minimizing decision regarding input use and production.
3. Derive demand and supply functions using consumer and producer optimal decisions
4. Evaluate decision-making in situations that involve risk and uncertainty.
5. Analyze decisions in interactive economic settings and determine the equilibrium outcome based on the strategic decisions of multiple agents.

Course Textbook(s) and/or Other Assigned Reading

*Enter the title, author(s) and publication date of textbooks and/or readings that will be assigned. Please provide specific examples to evaluate the course and identify required textbooks. *

Response:
Required: Nicholson, W. and Snyder C. Microeconomic Theory: Basic Principles and Extensions, 12th Edition, Cengage Learning, 2017.

Weekly Schedule of Topics

Provide a projected weekly schedule of topics. This should have sufficient detail to evaluate how the course would meet current curricular needs and the extent to which it overlaps with existing courses at UF.

Response:
Monday, August 31st
Wednesday, September 2nd
Chapter 1

Syllabus/Course Review
Math Review

Friday, September 4th Chapter 1	Math Review	
Monday, September 7th	No Class	
Wednesday, September 9th Chapter 1	Math Review	
Friday, September 11th	Utility and Choice	Chapter 2
Monday, September 14th	Utility and Choice	Chapter 2
Wednesday, September 16th Chapter 2	Utility and Choice	
Friday, September 18th	Assignment 1 due 11:59 pm	
Monday, September 21st	Demand Curves	Chapter 3
Wednesday, September 23rd Chapter 3	Demand Curves	Chapter 3
Friday, September 25th	Demand Curves	Chapter 3
Monday, September 28th	Demand Curves	Chapter 3
	Exam 1 Review	
	Assignment 2 due 11:59 pm	
Wednesday, September 30th	Exam 1	Modules 1, 2, 3
Friday, October 2nd	No Classes	
Monday, October 5th Chapter 6	Production	
Wednesday, October 7th	Production	Chapter 6
Friday, October 9th	Production	Chapter 7
Monday, October 12th Chapter 7	Costs	
Wednesday, October 14th	Costs	Chapter 7
Friday, October 16th Chapter 7	Costs	
	Assignment 3, due 11:59 p.m.	
Monday, October 19th	Profit Maximization and Supply	Chapter 8
Wednesday, October 21st	Profit Maximization and Supply	Chapter 8
Friday, October 23rd Chapter 9	Perfect Competition	
Monday, October 26th Chapter 9	Perfect Competition	
Wednesday, October 28th	Monopoly	Chapter 11
Friday, October 30th Chapter 11	Monopoly	
Monday, November 2nd	Exam 2 Review	
Wednesday, November 4th	Exam 2	Modules 4, 5, 6
Friday, November 6th Chapter 4	Risk and Uncertainty	
Monday, November 9th	Risk and Uncertainty	Chapter 4
Wednesday, November 11th	No Class	
Friday, November 13th	Risk and Uncertainty	Chapter 4
Monday, November 16th	Risk and Uncertainty	Chapter 4
Wednesday, November 18th Chapter 4	Risk and Uncertainty	
Friday, November 20th	Game Theory	Chapter 6
Monday, November 23rd	Game Theory	Chapter 6
Monday, November 30th	Game Theory	Chapter 6
Wednesday, December 2nd Chapter 15	Public Goods	
Friday, December 4th Chapter 15	Public Goods	
Monday, December 7th	Exam 3 Review	
Wednesday, December 9th	Exam 3	Modules 7, 8, 9
Thursday, December 17th	Exam 4	Cumulative Exam

Grading Scheme

List the types of assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity. Include details about the grading rubric and percentage breakdowns for determining grades. If participation and/or attendance are part of the students grade, please provide a rubric or details regarding how those items will be assessed.

Response:

Grading Policy

Percentage	Letter Grade	Grade Points
92.0 – 100	A	4.00
89.0 – 91.9	A-	3.67
86.0 – 88.9	B+	3.33
82.0 – 85.9	B	3.00
79.0 – 81.9	B-	2.67
76.0 – 78.9	C+	2.33
72.0 – 75.9	C	2.00
69.0 – 71.9	C-	1.67
66.0 – 68.9	D+	1.33
62.0 – 65.9	D	1.00
59.0 – 61.9	D-	0.67
Below 59.0	E	0.00

Evaluation of Grades

Assignments 40%

Exams (3)

45%

Project 15%

Total

100%

Instructor(s)

Enter the name of the planned instructor or instructors, or "to be determined" if instructors are not yet identified.

Response:

Bachir Kassas

Attendance & Make-up

Please confirm that you have read and understand the University of Florida Attendance policy.

A required statement related to class attendance, make-up exams and other work will be included in the syllabus and adhered to in the course. Courses may not have any policies which conflict with the University of Florida policy. The following statement may be used directly in the syllabus.

• Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

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

Response:

Yes

Accomodations

Please confirm that you have read and understand the University of Florida Accommodations policy. A statement related to accommodations for students with disabilities will be included in the syllabus and adhered to in the course. The following statement may be used directly in the syllabus:

- *Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.*

Response:
Yes

UF Grading Policies for assigning Grade Points

Please confirm that you have read and understand the University of Florida Grading policies. Information on current UF grading policies for assigning grade points is require to be included in the course syllabus. The following link may be used directly in the syllabus:

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

Response:
Yes

Course Evaluation Policy

Course Evaluation Policy

Please confirm that you have read and understand the University of Florida Course Evaluation Policy. A statement related to course evaluations will be included in the syllabus. The following statement may be used directly in the syllabus:

- Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/public-results/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Response:
Yes

Advanced Agricultural Microeconomics
AEB 4XXX section XXXX, class # XXXXX (3 credit hours)

Class meeting times: MWF 6 (12:50 – 1:45)

Location: McCarty B (MCCB) 3124

Academic Term: Fall 2021

Instructor

Bachir Kassas

1099 McCarty Hall B

b.kassas@ufl.edu

Office Hours: MWF 10:30 – 11:30 a.m.

Course Description

This course provides a rigorous training in the fundamental mathematical models underlying the basic microeconomics principles. It will cover an in-depth analysis of key microeconomics concepts including consumer and producer theory, risk and uncertainty game theory, and asymmetric information. Mathematical and graphical methods will be used throughout the course to help illustrate the different concepts.

Course Prerequisites

AEB 3550 and AEB 3103 or ECO 2013

Course Objectives

1. Calculate the consumer's utility-maximizing decision in a two-good environment.
2. Calculate the producer's profit-maximizing/cost-minimizing decision regarding input use and production.
3. Derive demand and supply functions using consumer and producer optimal decisions
4. Evaluate decision-making in situations that involve risk and uncertainty.
5. Analyze decisions in interactive economic settings and determine the equilibrium outcome based on the strategic decisions of multiple agents.

Topic Outline

- I. Introduction
 - a. Math Review

- II. Consumer Theory
 - a. Utility and Choice
 - b. Demand Curve

- III. Producer Theory
 - a. Production
 - b. Costs
 - c. Profit Maximization and Supply
 - d. Perfect Competition

- e. Monopoly
- IV. Special Topics
 - a. Risk and Uncertainty
 - b. Game Theory
 - c. Imperfect Competition and Oligopoly
 - d. Asymmetric Information

Date	Lecture topic	Suggested Reading
Monday, August 31 st	Syllabus/Course Review	
Wednesday, September 2 nd	Math Review	Chapter 1
Friday, September 4 th	Math Review	Chapter 1
Monday, September 7 th	No Class	
Wednesday, September 9 th	Math Review	Chapter 1
Friday, September 11 th	Utility and Choice	Chapter 2
Monday, September 14 th	Utility and Choice	Chapter 2
Wednesday, September 16 th	Utility and Choice	Chapter 2
	Assignment 1 due 11:59 pm	
Friday, September 18 th	Demand Curves	Chapter 3
Monday, September 21 st	Demand Curves	Chapter 3
Wednesday, September 23 rd	Demand Curves	Chapter 3
Friday, September 25 th	Demand Curves	Chapter 3
Monday, September 28 th	Demand Curves	Chapter 3
	Exam 1 Review	
	Assignment 2 due 11:59 pm	
Wednesday, September 30 th	Exam 1	Modules 1, 2, 3
Friday, October 2 nd	No Classes	
Monday, October 5 th	Production	Chapter 6
Wednesday, October 7 th	Production	Chapter 6
Friday, October 9 th	Production	Chapter 7
Monday, October 12 th	Costs	Chapter 7
Wednesday, October 14 th	Costs	Chapter 7
Friday, October 16 th	Costs	Chapter 7
	Assignment 3, due 11:59 p.m.	
Monday, October 19 th	Profit Maximization and Supply	Chapter 8
Wednesday, October 21 st	Profit Maximization and Supply	Chapter 8
Friday, October 23 rd	Perfect Competition	Chapter 9
Monday, October 26 th	Perfect Competition	Chapter 9
Wednesday, October 28 th	Monopoly	Chapter 11
Friday, October 30 th	Monopoly	Chapter 11
Monday, November 2 nd	Exam 2 Review	
Wednesday, November 4 th	Exam 2	Modules 4, 5, 6
Friday, November 6 th	Risk and Uncertainty	Chapter 4
Monday, November 9 th	Risk and Uncertainty	Chapter 4
Wednesday, November 11 th	No Class	
Friday, November 13 th	Risk and Uncertainty	Chapter 4

Monday, November 16 th	Risk and Uncertainty	Chapter 4
Wednesday, November 18 th	Risk and Uncertainty Assignment 4 due 11:59 p.m.	Chapter 4
Friday, November 20 th	Game Theory	Chapter 6
Monday, November 23 rd	Game Theory	Chapter 6
Wednesday, November 25 th	No Classes	
Friday, November 27 th	No Classes Project due 11:59 p.m.	
Monday, November 30 th	Game Theory	Chapter 6
Wednesday, December 2 nd	Public Goods	Chapter 15
Friday, December 4 th	Public Goods	Chapter 15
Monday, December 7 th	Exam 3 Review Assignment 5 due 11:59 p.m.	
Wednesday, December 9 th	Exam 3	Modules 7, 8, 9
Thursday, December 17 th	Exam 4	Cumulative Exam

Homework

- Purpose of the assignments is to help you evaluate your understanding of the course material and prepare you for the exams.
- Assignments announced on Canvas.
- 5 homework assignments (40% of final grade).
- Assignments are graded out of 100 points
- Lowest grade will be dropped, meaning only 4 assignments will count toward final course grade (10% weight on each assignment).
- Students have one week to work on each assignment.
- Assignments will be graded and returned within one week of due date.
- Practice problems with answer keys that are similar in structure and difficulty to the homework assignments will be uploaded to Canvas
- Students are highly encouraged to review lecture notes and practice problems before attempting homework assignments.
- Late submissions receive automatic 20% penalty and additional 10% for each 24 hours the assignment is late.

Exams

- Total of four exams (45% of final grade).
- Lowest grade dropped, meaning only three exams will count toward the student's grade (15% weight on each exam).
- First three exams span all the modules covered in the course.
- Fourth exam is cumulative and covers all material in the course.

Project

- Project to be completed online
- Students required to apply knowledge learned in class in a real-world setting.

- Each student will work independently and will write a 2-3 page report analyzing the behavior of a consumer group or producer.
- Students are required to refer to specific concepts learned in class in the project report as they relate to the operation/decisions of their selected target producer/consumer group.

Other Course Activities

- In an effort to help the students internalize the material learned in the course, I will post three online activities related to some of the concepts covered in the lectures. These are fun activities that will count towards bonus points in the course and will help students apply some of the course material outside of class.
- Students can earn up to 1% bonus credit on each activity. Activities will mainly require students to login to a webpage and make decisions or answer questions related to an economic environment. Some of those individual decisions (i.e., each student will participate independently) and some will be interactive decisions (i.e., the decisions of one student will affect the outcome of other students).
- The online activities will be announced on Canvas along with instructions on how to complete them.

Material and Supply Fees

None

Required Textbooks

Nicholson, W. and Snyder C. *Microeconomic Theory: Basic Principles and Extensions*, 12th Edition, Cengage Learning, 2017.

Grading Policy

Percentage	Letter Grade	Grade Points
92.0 – 100	A	4.00
89.0 – 91.9	A-	3.67
86.0 – 88.9	B+	3.33
82.0 – 85.9	B	3.00
79.0 – 81.9	B-	2.67
76.0 – 78.9	C+	2.33
72.0 – 75.9	C	2.00
69.0 – 71.9	C-	1.67
66.0 – 68.9	D+	1.33
62.0 – 65.9	D	1.00
59.0 – 61.9	D-	0.67
Below 59.0	E	0.00

Evaluation of Grades

Assignments 40%

Exams	45%
Project	15%
Total	100%

Grades and Grade Points

For information on current UF policies for assigning grade points, see [UF Grading Policy](#).

Attendance

Class attendance is expected. Students should inform instructors of expected absences.

Cell Phones

Cell phones will be turned off and not answered during class.

Makeup Policy

- Since the lowest exam grade is dropped, no make-up will be given if the student has only one missing exam.
- If the student missed more than one exam, they may sit for a make-up only if all the absences are for valid reasons as defined by UF policy.
- As for homework assignments, since students are given a week to complete each assignment, they will be eligible for a makeup only if they have a valid excuse for the absence as defined by UF policy and only if the absences is for more than two days (i.e., 3 days or more).

Excused Absences

- Students are encouraged to communicate with me during the process in order to make sure that everything is done in a timely manner.
- To be eligible for any make-ups, students must notify me of the absence no later than 48 hours after the specific assignment or exam due date.

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at [UF Attendance and Makeup Policy](#).

COVID Response

We will have face-to-face instructional sessions to accomplish the student learning objectives of the course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are expected to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and expectations are all of our responsibility.
- Sanitizing supplies and masks are available in the classroom.
- If you feel sick, stay home. are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. Find more information in the university [attendance policies](#).
 - The only way that everyone is assured of protection is if everyone is vaccinated. You are strongly encouraged to get vaccinated if you have not already done so (<https://coronavirus.ufhealth.org/vaccinations/>).

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. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

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 honor 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.

Student Privacy

Federal laws exist, which protect your privacy with regard to grades earned in courses and individual assignments. More information at [Notification to Students of FERPA Rights](#).

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, the University will take disciplinary action as appropriate.

Services for Students with Disabilities

The [Disability Resource Center](#) (DRC) coordinates the needed accommodations for 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 the accommodation. For more information, visit the [DRC](#) website, or in person at 0001 Reid Hall, or call 392-8565.

Campus Helping Resources

Counseling & Well-Being

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, 392-1575
 - Counseling services,
 - Groups and workshops
 - Outreach and consultation
 - Self-help library
 - Wellness coaching
- [U Matter We Care](#), 392-1575, umatter@ufl.edu
- [Career Connections Center](#), 1st Floor, JWRU, 392-1601
- [Student Success Initiative](#)
- Sexual Assault Recovery Services (SARS): [Student Health Care Center](#), 392-1161

- [University Police Department](#), 392-1111, or 9-1-1 for emergencies, police@ufl.edu
- Student Complaints:
 - [On-campus course](#)
 - [Online course](#)

Academic Resources

- [E-learning technical support](#), 392-4357 (select option 2) or email Learning-Support@ufl.edu
- [Library Support](#), Various ways to receive assistance with respect to using the libraries or finding resources.
- [Teaching Center](#), Broward Hall, 392-2010, 392-6420. General study skills and tutoring.
- [Writing Studio](#), 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

CALS Curriculum Committee

Submission Checklist

NOTE: This checklist must be included with all course and certificate submissions.

The checklist below is intended to facilitate course and certificate submissions to the University of Florida Academic Approval Tracking System (<https://approval.ufl.edu/>). The checklist consists of the most common items that can cause a submission to require changes or be recycled. Contrary to information provided on the UF approval site, the CALS Curriculum Committee requires a syllabus be submitted with each new course or course modification request. Please note that submitters are encouraged to attend the CALS CC meeting at which their item is being reviewed. This allows the submitter to answer any potential questions that may arise that could cause the item to not be approved. Also, be aware that when completing the UCC form the section Description of Request is asking for a brief statement about what you are doing. This is **not** the place for a course description. A statement such as “Proposal of a new undergraduate course” is all that is needed. Please do not submit documents in pdf format. All documents should be submitted in Word to facilitate editing on our end if necessary.

CHECKLIST: PLEASE INITIAL OR MARK N/A FOR EACH STATEMENT TO INDICATE YOUR COMPLIANCE.

LH It is required when making a submission that you consult your department’s representative to the CALS CC. A list of current members can be found on the committee site located at: <https://cals.ufl.edu/faculty-staff/committees/>.

LH You **MUST** comply with the CALS Syllabus Policy, including items 1 through 8 and all standard syllabus statements. This document can be viewed at the committee site(<https://cals.ufl.edu/faculty-staff/committees/>) by clicking on the Curriculum Committee – Information & Documents heading and scrolling down to Forms, Checklists, and Other documents. The other items included here are all very helpful when making a curriculum submission. Some will be mentioned in other checklist items below.

n/a Submission of a course modification requires both the current version of the course syllabus and the proposed version.

n/a Joint course submissions must include 1.) both graduate and undergraduate syllabuses and 2.) a separate document outlining the substantial (more than one) differences in assignments between the two courses. These assignments must account for at least a 15% difference in graded material between the two levels. If this is a new course submission both courses must be submitted for approval simultaneously.

LH The course description on the UCC form and in the syllabus must match. Any other information you wish to include needs to be under a different heading such as background or additional information.

LH The course learning objectives must be consistent with Bloom’s taxonomy. Please see the following link at the CALS Curriculum site. (https://cals.ufl.edu/content/PDF/Faculty_Staff/cals-course-objectives.pdf). Do not use the words demonstrate or understand when listing learning objectives.

LH The course schedule should be concise and include the appropriate number of weeks in the semester.

n/a All graduate course submissions must include a reading list if a textbook is not required. The reading list should include at least some current readings (within the last 5 years). All readings do not need to be current.

LH Outside consultations are required if there is a possibility of the proposed course covering material taught in another department or college on campus. There must be a consult form completed by the chair of the department from who you are seeking the consult. Instructors may provide additional consults. The form can be found at: <https://registrar.ufl.edu/pdf/uccconsult.pdf>.

LH Prerequisite courses are required for 3000 and 4000 level courses. This line of the approval form cannot be “none” or left blank. Junior or senior standing is an acceptable option. A phrase such as “a course in basic biology” is not acceptable.

LH Decimal points must be included in the grading scale if grade cut-offs are based on percentages. While this is not a university policy it is a CALS standard practice to avoid any confusion when final grades for the course are determined.

LH The attendance and make-up policy in a syllabus cannot contradict the university’s policy. Do not include any additional wording to this policy. A statement and link regarding this is included in the CALS Syllabus Statements. For the approval process the college suggests a less is more view when it comes to this policy.

LH The most recent version of the CALS Syllabus Statements boiler plate must be included in all syllabuses. This document is included in the CALS Syllabus Policy and can be copied and pasted to the syllabus. Do not use the boilerplate statements from an old syllabus as they are likely to be out of date.

Certificates

If proposing a new undergraduate or graduate level certificate that includes any courses outside of the submitters department a statement regarding any possible impact on those courses needs to be included. An email from the instructor is acceptable. Also, any courses required for the certificate must have permanent prefixes and course numbers. The submission must include intended catalog copy. (Contact Dr. Joel Brendemuhl (brendj@ufl.edu) for further instruction)

External Consultation Results (departments with potential overlap or interest in proposed course, if any)

Department	Name and Title
_____	_____
Phone Number	E-mail
_____	_____
Comments	

Department	Name and Title
_____	_____
Phone Number	E-mail
_____	_____
Comments	

Department	Name and Title
_____	_____
Phone Number	E-mail
_____	_____
Comments	