

Syllabus Template Instructions

All documents regarding the COPH Syllabus template can be found in the Academic Affairs Faculty page (<http://health.usf.edu/publichealth/academicaffairs/faculty.html>).

- 1) If you are updating a syllabus that is already in the new template format :
 - a. Replace the “Institutional Policies” section in the old syllabus with the Institutional Policies attachment available on the Academic Affairs Faculty Page ([Syllabus Institutional Policies & Student Resources](#));
 - b. Update syllabus for new term.
- 2) If you are creating a NEW Syllabus using the template, please follow the instructions below.

Using the template

- You should be using Microsoft WORD version 2007 or later with all the most recent updates. You may call HSC/IS (4-6288) to update your Microsoft Office suite the most recent version of the software.
- The form is not protected, so please be sure to only modify the following text:
 - Instructions on entering content. Such text is *grey and in italics* and should be replaced by your information or removed.
 - Text that is in a text field. Text fields have light grey fonts and will highlight with a light blue background as you mouse over them.
- You must use the mouse and click on a text field to activate it. You can not tab from field to field.
- Once you have activated a field you may enter your information or cut and paste information into the field.
- To blank out a text field, activate the field and enter a SPACE.
- Text fields will expand as data is entered. Fields that accept large amounts of data may span pages.
- Questions or comments on the form may be directed to David Hogeboom (hogeboom@health.usf.edu)

Form Content

Course Title	The first few fields title the course. Enter the department name, course name, course prefix and number, the section numbers and reference numbers if known, and the semester in the form of “Fall/Spring/Summer” and year.
Course Description:	Use the official description found in the College catalog. http://publichealth.usf.edu/course.html
Credit hours:	
Pre-	



Requisites:	
Co-Requisites:	
Location:	Campus, building and room
Instructor Information:	Enter the following information for up to three instructors and three teaching assistants: Name, Office/ mailing address, Office Hours, Phone, Email address, Preferred method of contact.
Reply policy:	Indicate when students can expect a reply from instructor
Required Materials:	Enter textbook information and link to USF HSC Bookstore http://usfhsc.bkstore.com .
Recommended Materials:	
Course Format:	Includes delivery format, pacing, structure (i.e. modules vs weekly), number of units

Objectives:	<p>Objectives must be numbered so they can be referenced in the competencies table.</p> <p>Objectives are broad statements which are measurable and overt behaviors. Additional performance objectives can be included with each topic.</p> <p>The following web sites help with writing objectives: http://www.roundworldmedia.com/cvc/module4/4nrubric.htm http://www.roundworldmedia.com/cvc/module4/bloomtaxx.html</p>
Assessment Strategies	<p>[Briefly describe the types of assessments and point value in this section.]</p> <ul style="list-style-type: none"> - Additional information (such as a grading rubric) may be attached at the end of the syllabus. - Indicate if the assessments are individual or group grades. - Indicate the types of exams (essay, multiple choice, short answer, computerized, etc.). - Describe expectations for any papers including length. Indicate if you are intending to use Safe Assignment. - Indicate when students can expect feedback and method of feedback. - For subjective assessments identify how the evaluation criteria will be presented to the student. - Note: specific instructions for completing assignments or exams can be provided in the syllabus, on the course website, or in class. <p>Ex: Assessment 1:</p> <ul style="list-style-type: none"> - point value - explanation - points/grading <p>attach further description and grading rubric at the end of the syllabus.</p>

MPH Competencies-	<p>In the header section select the type of competencies met by the course.</p> <ul style="list-style-type: none"> - Choose from the first drop-down menu the “meets” option if the course is a CORE COURSE or a REQUIRED course. Choose “supports” if the course is not a required course. - In the second drop-down menu select the “MPH Core” option if the course is a Core Course, otherwise choose the competency concentration area that the course meets or supports. You may choose the “multiple concentration” option if multiple areas are met or supported. - A list of competencies may be found on our Academic Affairs Faculty page (http://health.usf.edu/publichealth/academicaffairs/faculty.html). <p>In the field, paste your copy of the competencies for the course. The table should consist of three columns, first the competency, then the learning objectives met, and in the third column the assessment strategies used. See the example syllabus. The table may span several pages.</p>
Grading Scale and Criteria:	<p>Indicate if + and – grades or straight letter grades are given. Indicate the number of required points for each grade level. Do you curve or weight grades?]</p> <p>(All sections of the same course must use the same grading system)</p> <p>Suggest using a table format.</p> <p>Official USF Grading Scale: http://publichealth.usf.edu/academicaffairs/academic_procedures.html</p>
Grading Policies:	<p>Describe your policies for assigning grades, exceeding time limit on exams, feedback on assignments and exams, review of exam questions, consequences for late assignments, and making up exams or assignments. Provide instructions for the process to request a make-up. Indicate if students will be penalized if they do not follow directions for submission of assignments. If applicable, provide details to receive extra credit and the value.</p>
Attendance:	<p>Indicate behaviors expected from students related to attendance. May also add expectations regarding class participation</p>
Permission to Use Lectures	<p><i>Auto-filled</i></p>
Instructor Expectations:	<p>Include philosophy of teaching, expectations for this course, your accessibility during the course, methods and format for feedback to students</p>
Incomplete Policy:	<p>Indicate your policy and procedure for receiving an incomplete grade for the course.</p> <p><i>Auto enters COPH policy:</i> http://publichealth.usf.edu/academicaffairs/academic_procedures.html</p>
Field Trip	<p>Include expectations for appropriate dress, dates and time, location, and</p>



**College of Public Health
University of South Florida**

Policy:	other requirements
Class Participation:	Include expectations for appropriate dress, dates and time, location, and other requirements. Note if graded or ungraded, and expectations about quantity and quality of participation
Course Calendar:	You may enter a course calendar by entering it manually or cutting and pasting from another word document. Remember to activate the field, hit ENTER one time to create a blank line in the field, then paste.
Reference List:	You may enter a reference list by entering it manually or cutting and pasting from another word document. Remember to activate the field, hit ENTER one time to create a blank line in the field, then paste.
Additional Course Information:	You may enter a additional information by entering it manually or cutting and pasting from another word document. Remember to activate the field, hit ENTER one time to create a blank line in the field, then paste.
Institutional Policies	<p>The most recent version is included in the template.</p> <p>If you are using an old syllabus that uses this format, replace the Institutional Policies and Student Resources section with the Institutional Policies word document found on the Academic Affairs for Faculty web page (http://health.usf.edu/publichealth/academicaffairs/faculty.html).</p>