Course Syllabus

[Add Semester (Fall/Spring/Summer) and Academic Year]

(Adapted from UGA's Syllabus Checklist*; required items are based on UGA's syllabus policy* [Delete this information after review])*.*

Course Information

Course Number, Title, and Section	
Pre-requisites, Co-requisites, and Cross-listings	
Instructional Format	Whether the course will be primarily asynchronous, synchronous, or both *(only required for online courses, i.e., courses with E-suffix)*

Also Recommended to Embed [Delete this Section after Review]

- Meeting times and locations
  - Lab/discussion times and locations (if applicable)
- Format (face-to-face, blended, online, etc.) – for non-online courses, if not added above

Instructor Information

Instructor	
Office Location	
Office Hours	
Phone	
E-mail	
Availability	When you will be available *online* and how frequently you will respond to emails from students *(only required for online courses, i.e., courses with E-suffix)*

Also Recommended to Embed [Delete this Section after Review]

- Instructor's Title
- Best way to communicate with you
- Email preferences and policies
- Personal/professional/academic website (if applicable)

Course Description and Details

- Course description *(as appears on approved application in CAPA)*
- Outline how the course will function and what will be expected of the student *(only required for online courses, i.e., courses with E-suffix)*
- Course-level student learning outcomes
- University-wide learning outcomes *(only required for courses approved to fill a University-wide requirement)*
- Topical outline for the course

Also Recommended to Add [Delete this Section after Review]
- Additional course description information (to engage students and capture their attention)
- Program-level outcomes (department/college-level)
- Detailed schedule of activities for the course, noting official college breaks and due dates

Course Materials

- Required course materials *(e.g., textbooks, lab supplies, field equipment, etc.).* Include ISBN of required textbooks *(for accessibility purposes).*
- Technology requirements and required technical competence *(only required for online courses, i.e., courses with E-suffix)*

Also Recommended to Add [Delete this Section after Review]
- Recommended texts and resources
- Technology and software requirements (e.g., TopHat response system, calculators, etc.)
- Course website or eLC instructions

Assessments and Grading

- List of all course assignments and requirements contributing to a student's grade, including the week of the course in which these assignments are expected to be completed and submitted.
- Specification of how assignments should be submitted and in what format *(only required for online courses, i.e., courses with E-suffix)*
- Grading policy, specifying how final grades will be determined with respect to weights or course points assigned to various course requirements
- Specification of how exams will be administered, and how students will be verified for exam purposes *(only required for online courses, i.e., courses with E-suffix)*
- Remediation policy *(only required for the PharmD program, all P1 and P2 core courses must have a remediation policy in Fall 2024, optional for P3 and P4 courses).*

Also Recommended to Add [Delete this Section after Review]
- Brief description of each graded item (to help students calibrate their expectations).
- Overall grading scheme
- Grading scale (e.g., A- = 90%)
  Examples are available on the Registrar's Office website.
- Extra credit opportunities (if applicable)

Course Statements and Policies

Attendance Policy

(Expected attendance policy)

Participation Policy

[Stating whether the course will be asynchronous, synchronous, or a combination + specific online participation requirements + weight of participation in final grade (only required for online courses, i.e., courses with E-suffix)].

Make-up Procedures for Exams and Assignments

(Expected procedures)

Academic Honesty

UGA Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." *A Culture of Honesty*, the University's policy and procedures for handling cases of suspected dishonesty, can be found at www.uga.edu/ovpi.
[Add any explanation of behavior unique to your course that could be academically dishonest, and your expectations related to academic honesty. Additionally, the Office of the Vice President for Instruction has strongly encouraged faculty to clearly state their expectations for AI technology (such as ChatGPT or other similar tools) in the class, and explicitly state what is acceptable and unacceptable use for student work. See examples on OVPI's website.]

College of Pharmacy Academic Professionalism Policy

(Only required for PharmD courses)
Professional behavior is expected among all students of the College of Pharmacy in order to fulfill curricular requirements for graduation. Please refer to the policies outlined in the Student Handbook regarding academic professionalism, specifically the Rx Dawgs Pledge.

UGA Well-being Resources

UGA Well-being Resources promote student success by cultivating a culture that supports a more active, healthy, and engaged student community.

Anyone needing assistance is encouraged to contact Student Care & Outreach (SCO) in the Division of Student Affairs at 706-542-8479 or visit sco.uga.edu. Student Care & Outreach helps students navigate difficult circumstances by connecting them with the most appropriate resources or services. They also administer the Embark@UGA program which supports students experiencing, or who have experienced, homelessness, foster care, or housing insecurity.

UGA provides both clinical and non-clinical options to support student well-being and mental health, any time, any place. Whether on campus, or studying from home or abroad, UGA Well-being Resources are here to help.

- Well-being Resources: well-being.uga.edu
- Student Care and Outreach: sco.uga.edu
- University Health Center: healthcenter.uga.edu
- Counseling and Psychiatric Services: caps.uga.edu or CAPS 24/7 crisis support at 706-542-2273
- Health Promotion/ Fontaine Center: healthpromotion.uga.edu
- Disability Resource Center and Testing Services: drc.uga.edu

Additional information, including free digital well-being resources, can be accessed through the UGA app or by visiting https://well-being.uga.edu.

Disclaimer

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Also Recommended to Add [Delete this Section after Review]

- Participation policy (for non-online courses – if not added above)
- Expectations you have for your students and/or expectations your students can have for you and for each other.
- Accommodations for Disabilities – include the recommended statement below. See https://drc.uga.edu/sample-access-statements/ for additional examples.
  If you plan to request accommodations for a disability, please register with the Disability Resource Center. They can be reached by visiting Clark Howell Hall, calling 706-542-8719 (voice) or 706-542-8778 (TTY), or by visiting http://drc.uga.edu.
- FERPA Notice – include the recommended statement below.
  The Federal Family Educational Rights and Privacy Act (FERPA) grants students certain information privacy rights. The University of Georgia is legally and ethically obligated to protect the confidentiality of students' records. See the registrar's explanation at https://reg.uga.edu/general-information/ferpa/.
- Links to relevant campus resources
- Teaching philosophy or teaching approach
- Tips for success in the course
- Use of technology in class