



Policy on the Information Content and Distribution of Course Syllabi

A. Minimum Information Content for Syllabi

All syllabi for Belk College of Business courses require, at a minimum, the following information:

1. Course title
2. Course abbreviation and number plus section number
3. Current semester identification
4. Instructor's name
5. Office phone and email
6. Office location (building and room number, if in-person or hybrid class delivery)
7. Office hours (see Section II-4 below for details)
8. Course description (should include, but not limited to, the Catalog description)
9. Course Objectives (should be consistent with the skills/core competencies identified by the college and/or the department for the course)
10. Course textbook(s) with a clear indication as to whether each is required or suggested
11. Supplementary materials to be used
12. A description of assignments to be evaluated
13. Grade allocation across assignments
14. A course schedule (Ideally this should be broken into weeks or class periods, with textbook chapters and other assignments required for the period, and identification of any other topics critical to the class objectives or core curriculum. All direct faculty instruction time should be disclosed on the schedule, whether the course is delivered in a face-to-face, hybrid or online format – see below for details regarding academic credit hour.)
15. The following statement on laptop & webcam requirements:

All students taking business courses, which includes all students in this class, are required to have their own personal laptop computer, with a working webcam and microphone.

- **It is each student's responsibility** to have a working laptop that meets the minimum requirements in accordance with the Belk College Laptop Policy, has the required course software installed, and is ready for classroom usage.
- It is each student's responsibility to have their laptop charged and ready for usage prior to class time. Students should expect that charging of devices may **not** be possible during class time. Therefore, battery life should be sufficient to last through an entire class period.

16. The following statement about academic integrity, plus any additional context on it relating to the course:
All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code. The Code is available from the Dean of Students Office or online at <https://legal.uncc.edu/policies/up-407>
17. The following statement about other academic policies being available in the linked website.
Additional policies, including academic credit hour, inclusion & diversity, disabilities accommodations, religious accommodations, adverse weather policies, and withdrawal deadline are described at [link to College webpage containing these policies].

The above points represent **minimum** content required for all College syllabi.

The University's Office of General Counsel has developed a document "Suggested Standard Syllabus Policies" (see <https://legal.uncc.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices>) that contains a number of suggested statements on classroom issues and problems that instructors are **strongly encouraged to include in syllabi**. The suggested statements cover a wide range of topics: classroom expectations and conduct; syllabus revisions; the instructor's absence or tardiness; cell phones; computers; sexual harassment; and use of plagiarism detection programs. **Instructors are urged to consult this document.**

Further, the Office of General Counsel has a "Basic Legal Guidelines for Setting Classroom Policies" (<http://legal.uncc.edu/legal-topics/classroom-policies-and-practices/basic-legal-guidelines-setting-classroom-policies>) that instructors should consult to ensure that the classroom policies outlined in their syllabi meet legally defensible standards.

B. Additional Information for faculty's consideration when constructing syllabus

1. **Final Examinations.** The University's Final Examination Policy (University Policy 202; <http://legal.uncc.edu/policies/up-202>) requires that every course either has a final examination or a substitute (such as student project presentations) during the scheduled final examination period. Exceptions to this policy require the approval of the department chair and the dean. Also, a final examination cannot be held at any time other than the scheduled day and time without the consent of every student in the class and the approval of the department chair and the Graduate/Undergraduate Associate Dean. The change must be reported by the department chair to the Office of the Registrar.
2. **Office Hours.** Instructors teaching one, two, or three or more courses are expected to maintain minimum weekly office hours of two hours, three hours, or four hours, respectively. The above hours are the **minimum required** weekly office hours. Sound pedagogy may require more than these stated minima: additional stated office hours or office hours 'by appointment' are encouraged.

All faculty members are expected to be in their offices available to meet with students during the office hours stated in the course syllabus. If an emergency requiring a faculty member to

miss some/all of these posted office hours occurs, the faculty member should post a notice on her/his office door and inform the department coordinator. Faculty members teaching online classes should be available online at the scheduled office hours and provide clear instructions on how students can meet with the faculty during the online office hours.

- 3. Attendance Policies.** The Degree Requirements and Academic Policies sections of the current undergraduate and graduate catalogs (<https://catalog.uncc.edu/content.php?catoid=25&navoid=2157>) state that “Each instructor determines the classroom policies (including attendance regulations) for his or her courses. In general, students are expected to attend punctually all scheduled sessions in the courses for which they are registered, to demonstrate civil behavior while in class, and to complete all of the course requirements. Instructors may outline additional and more specific standards in the course syllabus, especially when attendance is part of the grading criteria for the class. Required activities outside of class hours that are used for graded participation must be stated in the syllabus. If the required activity falls on a specific date/time, the instructor must provide an alternative assignment, unless the activity is foundational to the course (e.g., a theater performance produced by the class). Such foundational class activities should be included in the course “Notes” in the Banner Schedule. If the activity is one that can be completed over the course of the term and is not limited to a specific date/time, no alternative assignment is required. For online synchronous classes, instructors can choose to take attendance with any technology available to them. Absences from class may be excused by the instructor for such reasons as personal illness or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences. Absences for religious holidays fall under University Policy 409 (see <https://legal.uncc.edu/policies/up-409>)”.

If you have a stated attendance policy in your syllabus, especially one that rewards class attendance, understand that a student cannot be held responsible for attendance prior to registering for the course. For example, if your attendance policy states that attendance will be taken from a specified class day, you must take into account that the University’s add/drop and late registration policies may allow students to register for the course after that specified day. In such an instance, a student can only be held responsible for attendance after he/she registers for the course. In setting an attendance policy (or any other classroom policy), take into consideration the University’s Basic Legal Guidelines for Setting Classroom Policies (<http://legal.uncc.edu/legal-topics/classroom-policies-and-practices/basic-legal-guidelines-setting-classroom-policies>), which in part, state that “A faculty member should always be prepared to articulate a rational justification for any classroom policy he or she imposes.”

- 4. Suggested language for class behavior policy, for addition in syllabus, if necessary**

Class Behavior Policy: Disruptive behavior distracts from the ability of others to profit from their in-class experience. Such behavior includes but is not limited to arriving late, leaving early, having side conversations, making unnecessary comments that add no value to the class, surfing the net, and any activities that negatively impact the ability of other students to learn and/or listen in class.

Rude and inappropriate behavior will not be tolerated. Since it is my responsibility to provide an environment that is conducive to learning for everyone in the class, I will deduct points from the grade of any student who chooses to repeatedly distract others. In particularly egregious cases, I will have the student permanently removed from the class.

Under no circumstances will students be permitted to spend their class time working on assignments for other classes, checking e-mail, surfing the Web, texting, or engaging in activities not related to the class. Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the course.

5. Suggested language for class behavior when using technology, for addition in syllabus, if necessary

Appropriate Usage of Laptops

- **Use of computing, communication, or other devices during the class time for purposes other than those required for the class is prohibited and may result in being asked to leave the classroom for the remainder of the class period.** This includes the use of laptops, lab computers, phones or other devices for Internet browsing, game playing, reading news, emailing, texting, chatting, IM, Facebook, or other activities not required for the class.
- The instructor has the discretion to allow and regulate the use of personal devices in the classroom. If you are asked to put your device face down or away, you must do so.
- Approved devices must be in silent mode while in the classroom, unless otherwise allowed by the instructor. Headphones may only be used with instructor permission.
- Devices not approved must be silenced AND stored away during class.
- No device should ever be used for cyberbullying, harassment, or the invasion of instructors' or students' privacy.

Class recording

- Electronic video, audio recording, image capture, or picture-taking **is not permitted** during class unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

C. Distribution of Syllabi

The College requires that faculty provide the course syllabus to all students registered for the course. This provision is satisfied by:

1. At the start of each semester, the faculty member submits the course syllabus for posting on the College Web site. The required procedure has the faculty member submit their syllabus via a Google Form sent by the Office of Academic Planning with the syllabus attached as a Word or PDF document. The document should be named as DEPTXXXX-YYY.doc, where DEPT is the departmental abbreviation, XXXX the course number, and YYY the section number (for example, MGMT3160-090.docx).
2. Before the first class meeting of the semester, the faculty member posts a copy of the syllabus on Canvas

or emails it to all students registered for the course.

Administrative Policy

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