University policy requires that a syllabus for each course be available online. (A class syllabus is not required for dissertation, thesis, seminar, directed study, and internship courses.) In departments that offer multiple sections of the same course, a syllabus should be uploaded for each instructor teaching the course. (For information outlining what is required in the syllabus, see Course Syllabus Information below.) The Syllabus System has been developed to facilitate this process. If you are not currently a Syllabus System user, you will need to be added. If assistance is needed, call the Office of Curriculum Systems at 542-6358 or email Paree Shedd at pashedd@uga.edu.

After logging in, proceed as follows:

- Faculty/instructor information must be verified if the user is entering the Syllabus System for the first time or if the user is not a CAPA user. Review and edit faculty/instructor information if necessary. Then click Save Faculty/Instructor Information button.

SELECT COURSE TO UPLOAD SYLLABUS:
- Choose a semester and year from the dropdown list.
- Select a prefix and course number from the dropdown lists.
- If the course is split level, crosslisted, or has a lab, select the appropriate button. For example, for the crosslisted course ENGL(HIST) 3100 you can select to upload a syllabus for ENGL 3100 or HIST 3100 or ENGL(HIST) 3100.
- Enter a call number and/or the days and times the course will be taught. If a faculty/instructor has more than one syllabus for a course, this information will help distinguish between the syllabi. For example, Dr. Smith teaches one section of ENGL 1101 on Tuesday and Thursday and another on Monday, Wednesday, and Friday. The display for ENGL 1101 would appear as follows:

  ENGL 1101   Fall 2009   Dr. Smith   Tu, Th
  ENGL 1101   Fall 2009   Dr. Smith   M, W, F

UPLOAD SYLLABUS:
- Click on the Browse button to find your syllabus file you would like to upload. (Please select only .wpd, .pdf, .doc, .docx, .rtf, .htm, or .html type file.)   Double click on the file name or click the Open button, then click the Add/Update Information button. The syllabus file will now appear under Existing Syllabus Files(s).

EDIT INFORMATION FOR SYLLABUS:
- Click the edit link in the left column of the Existing Syllabus File table to change the days and times, call number, or to replace the syllabus file. The fields to edit will appear below. The syllabus file cannot be edited in this system. To replace this syllabus file with a new or revised file, click the Browse button to upload the new file. Click the Add/Update Information button when you are done.
- If you wish to delete this entry, click on delete in the left column. Click the Add/Update Information button when you are done.

UPLOAD ADDITIONAL SYLLABUS FOR SAME COURSE:
- To enter another syllabus for the same course, choose the course from the dropdown list, enter a call number and/or the days and times the course will be taught, and then click the Browse button to add a new file.

UPLOAD SYLLABUS FOR ANOTHER COURSE:
- To enter a syllabus for a different course, select a prefix and course ID from the dropdown lists and follow the process outlined above.
- When you are done, click the Exit Syllabus System button.

Course Syllabus Information

The following information should be included in the course syllabus.
- Instructor name
- Instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).

a. Course title and number as they appear on the approved course application in CAPA.

b. Course description as it appears on the approved course application in CAPA.

c. Prerequisite and corequisite courses as they appear on the approved course application in CAPA.

d. Course objectives or expected learning outcomes as they appear on the approved course application in CAPA.

e. Topical outline for the course as it appears on the approved course application in CAPA.

f. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest.
    The syllabus must include this statement:
    As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at: www.uga.edu/honesty. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.
    The link to more detailed information about academic honesty can be found at:
    http://www.uga.edu/ovpi/honesty/acadhon.htm

g. The syllabus must also include this statement:
    The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

h. Principal course assignments (such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted).

i. Specific course requirements for grading purposes (e.g., written and oral tests and reports, research papers, performances or other similar requirements, participation requirements -- if any).

j. Grading Policy. How the final grade will be determined with respect to weights or points assigned to various course requirements.

k. Attendance Policy. If there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what the weight or course points will be.

l. Required course material, including texts.

m. Policy for make-up of examinations.

The full policy on providing a syllabus may be found at:
http://www.curriculumsystems.uga.edu/Policies/CourseSyllabusPolicy.pdf