

To: UA Faculty
From: Office for Academic Affairs
Re: Syllabi for Undergraduate and Graduate Courses

Date: August 17, 2016

The Office for Academic Affairs extends a warm welcome to UA faculty as the Fall 2016 semester commences.

Per the UA Faculty Handbook <http://facultyhandbook.ua.edu/iv-course-requirements-and-textbooks.html>, faculty are required at the beginning of each course to provide their students with an accurate syllabus.

Course syllabi aid faculty to organize class information and communicate the instructor's plan for conducting the course. A course syllabus helps clarify course goals and objectives, assessment and evaluation standards, grading policies, and student responsibilities associated with the course. Course syllabi aid students as guides to student learning and course expectations.

To assist you in completing this task, the Online Syllabus Management System (OSM) provides a template with the required elements for the University as well as specialized templates to meet additional college requirements. OAA requests that you create (which could be as easy as cut and paste) and publish your course syllabi in the OSM. Access to OSM is available at <http://syllabi.ua.edu/front/#/>.

If you are utilizing Blackboard Learn, please link your OSM syllabus to your course site, see the UA Faculty Resource Center (FRC) instructions at the following link: http://frc.ua.edu/wp-content/uploads/2013/08/OIRA_syllabus_link-Fall2013.pdf

In addition to links to the most current versions of University statements on Academic Misconduct, Disability Accommodations, and UA's Severe Weather Protocol Guidelines, OSM contains text specific to the required UAct Statement, see below. Syllabi must include these university statements.

“UAct: The University of Alabama is committed to an ethical, inclusive community defined by respect and civility. The UAct website (www.ua.edu/uact) provides extensive information on how to report or obtain assistance with a variety of issues, including issues related to dating violence, domestic violence, stalking, sexual assault, sexual violence or other Title IX violations, illegal discrimination, harassment, child abuse or neglect, hazing, threat assessment, retaliation, and ethical violations or fraud.”

For further assistance, see the attached definitions of syllabus elements. If you experience difficulties with the OSM contact the Office for Institutional Research (348-7200 or oircontact@ua-net.ua.edu).