

## **GRAD 799 – Special Topics: Writing a Graduate Syllabus**

### **Graduate Bulletin Description:**

**GRAD 799 (3). Writing a Graduate Syllabus.** Assist faculty with the creation of a syllabus to be approved by various committees.

### **Class Meeting Schedule:**

Mondays from 4:30 to 7:00 pm

Byrnes room 305

### **Instructor:**

I.M. Incharge, PhD

Office: Byrnes 301

Office Phone: 777-1234

Email: incharge@mailbox.sc.edu

Office hours: Mondays & Thursdays 10:00 am to Noon, or by appointment.

### **Learning Outcomes:**

By the end of this course, the student will be able to:

1. Describe the approval process for having a graduate-level special topics course approved.
2. Locate and accurately fill out the required form for proposing a graduate level special topics course.
3. Identify and define all required components of a graduate-level syllabus.
4. Identify missing components from a sample syllabus and provide appropriate revisions to amend a sample syllabus.
5. Create a graduate-level syllabus that includes all required components of a graduate-level syllabus.

### **Required text(s) and suggested readings:**

All required support materials will be made available through Blackboard and no copyrighted materials will be included in these resources.

### **Instructional Delivery:**

This course will be 80% lecture, 20% seminar/discussion.

### **Course Requirements:**

**Tests** (25%). There will be 5 tests given in class across the semester. These will be unannounced and based on the readings and class discussion to that point in the semester. Tests will be allocated approximately 15 minutes at the start of designated classes; equally weighted to contribute 5% each to the final grade in the course. Missed tests may not be made up unless prior permission had been granted for the missed session. More description of test format will be presented in class.

**Assignments** (25%). There will be 5 assignments given across the semester. Each will be equally weighted to contribute 5% each to the final grade in the course. Assignments will include locating and completing required paperwork surrounding course proposals. Additional details of assignment requirements will be presented in class.

**Final Exam** (50%). The final exam in this course will be a take-home task that will be due in the final meeting. The task will be to construct a Special Topics proposal, including a graduate-level syllabus. Additional details of this task will be presented in class.

**Grading Scheme:** [*Instructor discretion on this scale; must include at least an A and an F*]

A = $\geq 90\%$	C = 70-74%
B+ = 85-89%	D+ = 65-69%
B = 80-84%	D = 60-64%
C+ = 75-79%	F = $< 60\%$

### **Tentative Topical Outline**

Please recognize that this is a “best guess” of our progress through content. Revisions may be required as the semester yields weather constraints and/or for other unforeseen issues. Every effort will be made to keep all informed of any changes that occur.

**Week 1** Introductions and overview of course expectations. Review of the philosophy behind submitting a special topics course as a philosophical necessity in providing a current perspective on evolving content.

**Week 2** Guest speaker from the Center of Teaching Excellence to describe resources available to support faculty syllabus creation.

- Week 3** Guest speaker from the Courses and Curriculum Committee that reports to the Faculty Senate on new course, course change and curriculum change proposals.
- Week 4** Guest speaker from the Instructional Development Committee that reports to the Faculty Senate on distributed delivery proposals
- Week 5** Guest speaker from the Faculty Senate that must approve all new course, course change and curriculum change proposals.
- Week 6** Guest speaker from the Sciences Curriculum Committee that reports to the Graduate on new course, course change and curriculum change proposals.
- Week 7** Guest speaker from the Humanities Curriculum Committee that reports to the Graduate Council on new course, course change and curriculum change proposals.
- Week 8** Guest speaker from the Graduate Council that must approve all new course, course change and curriculum change proposals.
- Week 9** Guest speaker to discuss SACS-COC-related concerns for syllabus content.
- Week 10** Small group work opportunity to examine and critique sample proposals from various disciplines.
- Week 11** Small group sharing with the whole class, the results of their critique of sample proposals along with constructive feedback to help the proponent repair the proposal.
- Week 12** Opportunity to collectively create, in small groups, original proposals as special topics offerings.
- Week 13** Small group presentations of creations and whole class critique with constructive feedback to help the proponent repair the proposal.
- Week 14** Guest speaker to describe APPS as the mechanism for submitting course and curricular change proposals—not yet required for Special Topics, but, a future innovation that is anticipated.

### **Academic Integrity**

You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation, including but not limited to improper citation of sources, using another student's work, and any other form of academic misrepresentation, will result in a minimum academic penalty of your failing the assignment. You will be referred to the Office of Academic Integrity for possible additional disciplinary measures. Remember that the first tenet of the Carolinian Creed is: "I will practice personal and academic integrity."

**Attendance Policy**

This is a graduate level course where participation is expected. Hence, absence in excess of 10% of class meetings will result in the lowering of the earned total by one letter grade for each absence in excess of 10%.

**Disability Services**

Any student with a documented disability should contact the Office of Student Disability Services at 803-777-6142 to make arrangements for appropriate accommodations.