# Chapter 6
# Faculty Issues

<u>Course Syllabus Policy</u>
Also see UWO 8F.2, Handbook

In order to facilitate a more thorough understanding of course procedures, policies and expectations by the student, a course syllabus will be made available to every student enrolled in the course by the time of the first class meeting of each term (including interim). The syllabus should be made available electronically through the web software, Desire2Learn, and/or through faculty or departmental web sites.  Ideally, it should be made available in multiple venues and before the first day of class. Copies of the syllabus are to be filed in the Department and Dean's Offices no later than the end of the fifth class day of the term.  NOTE:  The Dean's Office will only accept electronic copies.  These can be sent as attachments via email to: LSOFFICE.

Whenever possible, it is advisable to contact students via e-mail prior to the first class session to apprise them of syllabi locations or to distribute the syllabus directly to students by e-mail.

No specific syllabus format is required.  This is a prerogative of the faculty or academic staff member assigned to the course.  However, at a minimum, each syllabus will include:
- Course objectives
- Textbook and/or reading assignments
- A course outline
- Student requirements
- Dates of exams and due dates for major assignments (approximate dates may be provided)
- Grading policy
- Attendance policy
- Academic misconduct policy
- University Studies Program requirements as appropriate for Quest or Explore courses (may provide links to other policies as appropriate)
- Statement of reasonable accommodation for students with disabilities
- Office hours

The syllabus should contain a note that If any substantive changes are made in the course syllabus, such as changes in schedule or assignments, notification will be provided in a timely manner and a revised syllabus made available.  It is expected that the grading criteria, as distributed to the students, will be adhered to throughout the term.

*Policy Approved by COLS Faculty Committee, **September 9, 2015***

## Independent Study/Related Readings Contract Policy

*IS/RR courses are **not** intended as substitutes for and should not duplicate the content of courses offered in the curriculum.*

IS/RR contracts should be sent to the Dean's Office before the beginning of the semester of the proposed study.[ε]  As a professional courtesy, please see that the proposal and the accompanying rationale, syllabus, outline, etc., are typed.  The contract should include:

- A syllabus or outline of the proposed study or research project listing the learning objectives and the specific activities supporting those objectives.  Include the number of hours committed to the study/project per week or semester.

- A bibliography (exact readings, number of pages, etc., as appropriate)

- A clear statement of the grading policy and relative weighting of the course activities.

- A statement of the instructor's consulting and supervising responsibilities.

- A rationale explaining why the course should be accepted for the number of credits proposed.

- A copy of the student's academic work sheet (not an official transcript).

The college requires that students taking IS/RR have completed a minimum of 60 credits and that they have an overall GPA of 3.00 or better.  When an exception to the 60 credits/3.00 GPA criteria is requested, the student's GPA in his/her major should be calculated and shown on the request and the courses/grades for his/her last 30 credits listed.  In addition, the instructor must write a brief rationale explaining why this student should be permitted to enroll in an IS/RR course.

Contracts not submitted in a timely fashion and those lacking the above information will be returned unapproved to the Department Chair.

*Dean's memo, 19 August, 1996*

---

[ε] Requests will **not** be considered after the **last day to add a course with instructor's signature** *(see Timetable)* of the semester during which the IS/RR is to take place.

<u>Credit for Prior Learning</u>

Students who anticipate applying for credit for prior learning in the College of Letters and Science must present a brief proposal to the Dean indicating their intent **before beginning preparation of a portfolio**.  The proposal should include the following:

- Identification of the course(s) for which the prior learning would be substituted.

- A statement describing the experiences they believe would qualify them to receive credit

- A rationale for equating the quality of the prior learning experience with that of the course(s) in question.

- A copy of the student's **complete** academic record.

After receiving approval from the Dean, students may proceed to prepare a portfolio to present to the department(s) offering the course(s) in question.  Final evaluation and approval of the credit to be granted will be the responsibility of the participating department(s).  Department approval procedures must be in compliance with the College of Letters and Science policy, below.

**POLICY**

The College may award credit for prior learning to adults who have been out of school some time and have learned through experience material taught in courses offered by participating departments in the College of Letters and Science.  Such credit may be granted for demonstrable learning resulting from employment, military service, volunteer or service work, or other significant individual experiences.  Prior learning must be evaluated by the relevant faculty as equivalent in quality and quantity to that acquired in a specific course offered by the College.

**Student Eligibility**
Participating students must be admitted in good standing or have a cumulative GPA of at least 2.00, and have attended UW Oshkosh for no longer than two semesters (or have been readmitted within two semester following a period of non-enrollment)

**Department Participation**
Academic Departments and programs in the College may choose to participate in the awarding of credit for prior learning by:

- Approval of participation by a formal vote of department faculty

- Approval of methods and criteria to assess prior learning which my include assessment of a formal portfolio, proficiency testing for an activity, traditional qualitative testing, etc., as appropriate to the discipline

**Procedure**

- Evaluation must be done by a committee of three faculty or academic staff from the participating department, one of whom will serve as chair.  Committee members will be appointed according to departmental procedures.

- If the committee recommends no credit, the student may provide additional information to the committee and request reconsideration.  The committee decision following such reconsideration will be final.

- The department chair and the Dean's Office must approve a committee recommendation that credit be granted.  Approval by the Dean's Office will include an assurance that appropriate procedures have been followed.

- No more than 12 credits may be earned for prior learning in the College of Letters and Science.

- Students may choose to enroll in INTRDSCP-145 (Assessment of Prior Learning), but are not required to do so.  Credit earned in INTRDSCP-145 will not count toward the credits required for and Letters and Science degree.

*Approved by COLS Faculty Committee, 12 July, 1989*

## Proctoring Policy

| **Proctor:** | A student assisting an instructor in carrying out responsibilities associated with teaching a particular course or courses. |
|---|---|

### Qualifications

- The student must be a **major** or a **minor** in the discipline to serve as a proctor in the department's program.

- The student must have completed at least 60 university credits with an accumulated GPA of at least 2.80.  In addition, the student must have completed at least 15 credits (including core courses where applicable) toward his/her major or minor and must have at least a 3.00 GPA in the courses offered by the major or minor department.

- The student must have already completed the course for which he or she will proctor with at least a B grade.  Alternatively, the student must have completed a higher level course covering the course material with at least a B grade.

### Selection Procedures

- The selection process must be made by a departmental faculty recruitment or curriculum committee (or its equivalent) and in consultation with the faculty member being assisted.
- Department chairs will appoint Proctors.
- The Dean's Office may reject appointments if the stated qualifications are not met.
- The department must prepare a descriptive statement that outlines the specific duties and activities a proctor is expected to perform for a given course.  A copy of this job description must be maintained in the Department and College files.
- The Dean's Office will provide a form to be used by departments as a checklist in the proctor selection process and on which the departmental committee will list the qualifications of a proctor for review by the Dean's Office.

### Compensation for Proctors

Proctors shall be compensated either by financial remuneration or by course credit.  If the latter, the course for which the proctor will receive credit must be a separate course designed for the purpose.  The course design must ensure that the proctoring experience makes a significant contribution to the education of the proctor.  Such courses will be subject to the approval of the COLS Curriculum Committee.

*Approved by COLS Faculty Committee, 03 April & 20 April, 1994*

# Course Repeat Policy

- Courses taken in the College of Letters and Science at the University of Wisconsin Oshkosh for credit may be repeated only once.

- When a course has been taken twice for credit in the College of Letters and Science at the University of Wisconsin Oshkosh, a comparable transfer course cannot be substituted for the Oshkosh course for the purpose of meeting graduation requirements in the College of Letters and Science.

- An appeal process will be available for possible exceptions to the above standards.  The appeal board will be made up of the following individuals or their designees:

  - College of Letters and Science Dean
  - College of Letters and Science Personnel Officer
  - College of Letters and Science department chairperson for the student's declared major, if applicable

    *Approved by COLS Faculty Committee, 02 February and 04 May, 1987*

## Course Cancellation Policy

The College needs a mechanism to encourage the effective use of instructional resources while retaining sufficient flexibility to allow necessary courses to be taught, even when enrollments are small.

- Undergraduate sections with fewer than 12-15 students and graduate sections with fewer than 8-10 students may be neither efficient nor large enough to provide the dialogue that enriches the learning process. The department should discuss alternatives with the Dean's Office before offering small classes.

- When sections enroll fewer than 12 undergraduate students or 8 graduate students, the department must obtain the College's concurrence before offering the section.

  - Any of the following may justify offering small sections:
    - The course is required for graduation or the completion of the major
    - The course is a valuable elective that has not been offered for a significant length of time
    - The course can be offered without negatively affecting the department's ability to teach other, high-demand sections using its allocated faculty resources

  - A written rationale should be provided to the Dean's Office.
    - If the rationale is not accepted, the chair should cancel the section and assign other teaching to its instructor.
    - If the chair does not cancel a small section that has failed to be justified in a timely way, the Dean's Office may do so.
    - If the section is canceled, the chair will inform the students who are enrolled in it of the decision and indicate any alternative offerings that might be suitable.

*Approved by the Faculty Committee, 06 October, 1999*

# Policy on Student Internships

Recognizing the educational value provided by internship experiences, many units within the College have worked to provide majors and minors with credit-bearing career experiences in settings outside the classroom. For-credit internships can demand a substantial commitment form individual faculty members as well as student; in the interest of equity, there should be clear guidelines that define how and when internships may be counted as part of load.

- An internship may be counted as part of an instructor's regular teaching load if it takes the form of a course in which students meet on a regular basis to share experiences and receive instruction. The unit should be sensitive to the College's policy regarding small classes; if enrollments are insufficient, the course may have to be cancelled.

- Even if too few students request internships to justify the offering of a course, or if the number is sufficient but the department opts to require at least two site visits and a faculty written oral report, then the College will allow the individual faculty member to receive 0.24 credit for each internship student.[±] The Department must maintain documentation of the completed internships (student names, a list of required activities or goals, sites, visitations, assessments of performance, grades and faculty final reports). Load credit accrues as internships progress. The College will not replace any course not taught as compensation for such credit accrual.

- Internship credit will not accrue if the internship's supervision takes place at a distance with no site visitation or regular supervision; even if the faculty meets regularly with the student and/or a final report or paper is required as a condition for receiving credit, the internship will be treated as Independent Study. No load credit will be given.

*Approved by the Faculty Committee, 20 October, 1999*

---

[±] The standard is the same as that used by COEHS for junior year supervision, which requires a minimum of two site visits and a final report from the faculty member.

## Release Time Policy for Thesis/Field Project Supervision

The College will permit one three-credit release per faculty member after that person has supervised six theses/field projects of students who have graduated. After the first three-credit release has been earned, faculty may elect to earn one, two, or three-credit releases with two, four, or six theses/field projects supervised. The form below should be followed to record thesis supervision.

◆┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄◆

### College of Letters and Science
### Record of Thesis/Field Project Supervision

*Faculty members supervising theses/field projects will inform their chairperson of the name, semester registered for thesis credits, and graduation date of each student supervised (one supervisor per student). The chairperson will keep this record and when six students have graduated will submit to the COLS Dean's Office in order to obtain permission to assign a three-credit release and receive funding for a replacement.*

Department ............................................................................................................

Chair .....................................................................................................................

Faculty Member .....................................................................................................

| Name of Student | Semester Registered for thesis Credit | Date of Graduation |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

◆┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄◆

Departments may decide on alternative methods for giving credit, which may include second and third readers. Alternative methods will be fine as long as six completed theses generate three credits of faculty release time. Any alternative methods that departments might wish to use must be approved by the Dean's Office in advance.

*From Dean's memo dated 31 January, 1995*

# College of Letters and Science
# Online and Hybrid Course Guidelines

Revised and approved by the College of Letters and Science Faculty Committee:  May 12, 2010

---

## Scope and purpose

The university's Online and Hybrid Course Guidelines take precedence, thus neither these College of Letters and Science (COLS) guidelines nor unit policies may contradict the university policy. Underlying this COLS policy are the following principles.

- The primacy of face-to-face delivery of courses is assumed (i.e., face-to-face is the traditional format but can include some online activities such as D2L).
- The expanding usage of online and hybrid course delivery, while likely to be increasingly important, particularly with certain departments and types of students, should be approached methodically and informed by ongoing evaluative activities.
- The unit bears primary responsibility for assuring the quality of online and hybrid courses.
- The quality of the courses and their learning objectives should not change simply because they are hybrid or online courses.
- Just as with any other COLS course, development, approval, review, assessment, and revision is the primary responsibility of the department and instructor.
- Online and hybrid delivery is relatively new on this campus, therefore this policy will be reviewed by the Faculty Committee 1 year after implementation.

Thus COLS departments which choose to develop such courses must develop a policy that establishes evaluation and approval procedures.

Included in the university's policy and thus not repeated here (nor in unit policies) are:
- Definitions of online, hybrid, and face-to-face courses
- Computer/software requirements, access, and notification of students
- Beginning and end dates for courses
- Required use of the official course management system
- Distribution and copyright of hybrid/online courses
- University technical and instructional support
- Cross-listing of courses

The university policy directs units to set their own policies regarding: compensation for teaching online, enrollment limits, course format, and required skills in the delivery of online and hybrid course content.

If any course meets graduation requirements outside the department (e.g., general education and cross-listed courses) approval for offering the course using an online or hybrid format must be granted by the Division.

**Approval Process**

Those departments that choose to develop online and hybrid courses should develop and submit departmental policy to the COLS Curriculum Committee, the COLS Faculty Committee, and COLS Dean for approval. In the first year of implementation committee review is advisory to the Dean, who will approve departmental policy. At a minimum the following should be included:

- Describe the course approval process for new online and hybrid courses and for adaptation of existing courses from traditional face-to-face to online and hybrid formats.
- Describe the peer and student evaluation processes.
- Describe required skills and training for delivery of hybrid and online courses.
- Describe how online and hybrid courses will be evaluated. At a minimum departments should evaluate (see qualitymatters.org for a description of the following):
    - Course overview and introduction
    - Learning objectives
    - Resources and materials
    - Learner interaction
    - Course technology
    - Learner support
    - Accessibility

The Faculty Committee will provide examples of departmental policies and other resources for evaluating courses upon request.

## Policy for Proctored Examinations for Online COLS Courses[*]

**Need for Proctored Examinations**

COLS faculty are responsible for choosing the methods of evaluation of students in their courses. If they choose to require formal examinations for Online/Hybrid courses, the examinations should be proctored just as they would be for a course taken on campus. Supervised examinations ensure that all academic conduct regulations have been met, that all students face the same requirements, and that all credits and grades received by the student are acceptable to employers and academic institutions. Below are the acceptable methods of proctoring examinations for online COLS courses.

---

[*] Policy adapted from that of UW Colleges Online

**Criteria for Designated Proctors**

The **preferred option** for finding a proctor is to take all examinations at a testing center at an academic institution. Should that prove to be impossible, a student may choose someone other than from a testing center to proctor an examination. Students may choose from the list below, but proctors must be approved by the instructor of the course:

A qualified proctor normally is expected to have some professional experience as a teacher at the high-school level or above or to be employed as a proctor in a testing center at an academic institution. Students enrolled at a high school or college are expected to arrange for a proctor on the staff of that institution if at all possible. A certified librarian in a supervisory position may also serve as a proctor. Academic professionals are accustomed to this kind of request, and your nominee need not even be someone you know before making the request. A proctor, however, cannot be related to you, be a close friend, or be a student.  An individual who personally supervises you at work or who is your coach will not usually be approved. An individual who meets one of the following criteria, and is not a relative or close friend, can proctor exams for UW Oshkosh online courses, but must be approved by the instructor.

**Proctor Information**

Students are responsible for finding their own proctor and submitting a proctor form by the end of the first week of classes. Faculty should remind students to give a copy of the form to the proctor and to keep a copy for themselves.

University of Wisconsin Oshkosh                    Course: _____

PROCTOR APPROVAL FORM[*]                           Semester: _____

---

Print this form.  This form must be presented by the student to the proctor in person.

Submit this form to the professor of your online course.


Criteria for designated proctors (please check the appropriate category for the person named below):

__ University or college faculty member

__ K-12 teacher

__ School administrator, school psychologist, or other school official

__ Professional engineer or architect

__ Professional librarian

__ Medical doctor or dentist

__ Certified public accountant (CPA)

__ Lawyer or a police officer in an administrative position

__ Military officer

__ Official at an embassy or consulate

__ UW-System testing center professional

__ Other


**Note: proctors may not be relatives, close personal friends, or other students.**

**All exams will be sent to the proctor's place of business.**

---

[*] Adapted from UW Colleges Proctor Approval Form

To be completed by the STUDENT—Please print clearly or type:

Name_____

Address_____

City, State, Zip_____

Current Daytime phone_____

Note: Examinations will not be submitted to a proctor until the proctor has been approved.

_____

To be completed by PROCTOR—Please print clearly or type AND check the appropriate category above:

Name_____

Title/Position_____

Institution/Business Name_____

Institution/Business Address_____

City, State, Zip_____

Daytime phone _____Daytime Fax No._____

E-mail_____

I have met the above named student, and I agree to proctor examinations for this student in accordance with the written directions provided by the instructor and the University of Wisconsin Oshkosh.  I certify that the information on this form is true and complete, and **I am not a relative or close personal friend of the student named above, and that I am not a student**. I understand that inaccurate or misleading information may affect the student's academic status at the University of Wisconsin Oshkosh. I also agree to notify the instructor of the course immediately if any of the above information or circumstances change.

Proctor's Signature_____ Date _____-

*This information must be received by the end of the first full week of classes.*

**Please keep a copy of the form for your records, should questions arise.**