Protocol 1031 Course Syllabi

Protocol Number: 1031

Effective Date: 6/30/17

Revised Date: 4/27/18; 7/30/19; 01/12/21; 06/01/22; 11/10/22

<u>**Protocol**</u>

Course organizers must turn in their course syllabus for distribution by the Assistant Dean for Academic Affairs. The final syllabus should be emailed to the Assistant Dean for Academic Affairs 10 business days prior to the course start date. If there are any changes to the syllabus after that point, an updated one must be emailed to the Assistant Dean for Academic Affairs as soon as it is available, but no later than the day prior to the course start date. If the Assistant Dean for Academic Affairs is unavailable, the course syllabus may be sent to the Associate Dean for Administration.

Each syllabus will be posted on the K drive, in the Graduate School folder (or, if that changes, where indicated in the orientation package). Each syllabus must be posted 5 business days prior to the start of the course. Final revisions may be made by the first day of class, as per above instructions. The Assistant Dean for Academic Affairs will inform the predoctoral researchers of their responsibility to access and use the syllabi during orientation.

The Assistant Dean for Academic Affairs will verify that syllabi requirements are met and maintain a file of all course syllabi for a five-year period. The course organizers should follow the provided template to develop course syllabi.

Predoctoral researchers are expected to read the entire syllabus for each course and are responsible for adhering to the policies contained within each syllabus. Predoctoral researchers should consult a course syllabus for information on assignments, grading, and the course schedule.

Each course syllabus should be reviewed and updated each year by the course faculty following the timeline and steps listed below.

Annual Syllabi Review and Updates

June 1: Assistant Dean for Administration and Assessment emails course organizers regarding course learning objectives for fall. Faculty Module Course Reviews from previous fall are included in this email. Course organizers should share the course learning objectives and feedback provided on the faculty module course review with all course faculty. If updates or revisions are needed to course learning objectives, faculty should do it together. Assistant Dean for Administration and Assessment is available to help with measurable outcomes language. **Due Date is June 30.**

June 15: Assistant Dean for Administration and Assessment sends reminder email to course organizers and second offer to assist.

June 22: Reminder drop in to course organizers' offices (if needed).

June 30: **Due date for reviewed and revised course learning objectives to Assistant Dean for Administration and Assessment.**

July 1-7: Assistant Dean for Academic Affairs drops course learning objectives into draft syllabi. Updates all dates and policies.

July 8: Assistant Dean for Academic Affairs sends draft syllabi to course organizers. Course organizers work with course faculty to update the syllabi. Faculty should review and consider feedback from the faculty module course reviews from previous years. Course organizers update syllabi and return to Assistant Dean for Academic Affairs.
Due date is July 27.

July 14: Assistant Dean for Academic Affairs sends reminder email to course organizers.

July 21: Reminder drop in to course organizers' offices (if needed).

July 27: **Due date for course syllabi to** Assistant Dean for Academic Affairs**.**

August 1-4: Assistant Dean for Academic Affairs review module courses syllabi.

August 4-5: Print syllabi if needed for the orientation binders. All syllabi are saved in the appropriate year and appropriate course folder on the shared drive at /common/Graduate School/Courses.

All GSSIMR course syllabi must contain the following:

YEAR COURSE NAME

GSSIMR COURSE SYLLABUS

Syllabus Map:

Section 1	COURSE INFORMATION
Section 2	COURSE DESCRIPTION
Section 3	COURSE MATERIAL AND LOCATION
Section 4	COURSE LEARNING OBJECTIVES
Section 5	COURSE ASSIGNMENTS, EVALUATION, AND DUE DATES
Section 6	GSSIMR POLICIES
Section 7	COURSE SCHEDULE

SECTION 1: COURSE INFORMATION

A. COURSE TITLE AND NUMBER

B. CREDIT HOURS: X credit units

C. COURSE DATES

D. COURSE ORGANIZER NAME (CONTACT INFORMATION)

E. COURSE INSTRUCTOR NAME(S)
  1. FACULTY
  2. POST-DOC OR TECHNICIAN NAME(S). *(THOSE WITH ASSIGNED TEACHING RESPONSIBILITY)*
  3. PREDOC NAME (S). *(THOSE WITH ASSIGNED TEACHING RESPONSIBILITY)*
  4. INVITED GUEST LECTURER/INSTRUCTOR

SECTION 2: COURSE DESCRIPTION

General Overview (from Catalog)

Detailed Course Overview

  A. LECTURES
     ADD DETAILS HERE

  B. LABS
     ADD DETAILS HERE

  C. JOURNAL CLUBS

ADD DETAILS HERE

D. SMALL GROUP DISCUSSION
ADD DETAILS HERE

E. SCIENTIFIC COMMUNICATION
Scientific communication is a core competency that each predoctoral researcher works to develop during their time at GSSIMR. Predoctoral researchers are expected to prepare and deliver scientific presentations and will be evaluated with the Scientific Presentation Scoring Template. Expectations will be detailed in the discussion on **DATE OF LECTURE HERE. ADD DETAILS HERE.**

F. R PROGRAMMING SKILLS
In order to increase retention of programming skills from the pre-course through all modules courses, each course will have a specific task that involves R Programming. For this course, predoctoral researchers will **ADD DETAILS HERE.**

G. EXPERIMENTAL DESIGN
Each module course will highlight experimental design. For this course, predoctoral researchers will **ADD DETAILS HERE.**

SECTION 3: COURSE MATERIAL AND LOCATION

SECTION 4: COURSE LEARNING OBJECTIVES

SECTION 5: COURSE ASSIGNMENTS, EVALUATION, AND DUE DATES

1. PRESENTATIONS
2. PAPERS WRITTEN BY PREDOCS
3. PAPER DISCUSSIONS
4. LABS
5. PROFESSIONALISM: The predoctoral researcher displayed professionalism as evaluated by attendance, preparation, and participation.
   - **Attendance**: The predoctoral researcher attended the majority of classes during the module course and sufficiently made up for any class missed.
   - **Preparation**: The predoctoral researcher was well prepared to discuss the topics that were covered in the extensive primary and secondary source reading and in-class discussions.
   - **Participation**: The predoctoral researcher was engaged in all aspects of the module course.

SECTION 6: GSSIMR POLICIES

1. ATTENDANCE
2. DRESS POLICY
3. ASSISTANCE WITH SCIENTIFIC WRITING

SECTION 7: COURSE SCHEDULE