

# New Faculty Orientation Information Flyer

## Office of Undergraduate Curricula

<http://curricula.unc.edu/>

### Contact Information:

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### Course Syllabus

By the first day of class...

- Distribute syllabus to students (e.g., via Sakai).
- Upload syllabus to the Online Syllabus Management (OSM) system for archiving purposes: <https://osm.oasis.unc.edu/osm>.

Your syllabus should include...

- Instructor contact information, office hours, etc.
- Target audience
- Course goals and key learning objectives
- Course requirements
- Due dates, time table (weekly schedule), and final exam date
- Grades and course policies
- Course resources
- Honor code statement

#### *Additional information:*

<http://curricula.unc.edu/curriculum-proposals/cras/syllabus/>

### Final Exams, Grades, and Course Records

- Final examination policy: <http://catalog.unc.edu/policies-procedures/attendance-grading-examination/>
- Final examination schedule: <http://registrar.unc.edu/academic-calendar/>
- Include the official final exam date/time on your syllabus (see schedule above).
- Submit final grades within 72 hours after giving the final examination. Grades affect eligibility (continuation status)
- Keep all course work records for one year.

### Course Evaluations

- Departments select courses to be evaluated online by students during last 14 scheduled class days.
- Reports released to faculty 1-2 weeks after last final exam day of the term.
- During-term formative evaluations can be administered by faculty at any point.
- Some departments allow instructors to add up to 5 questions to their end of course evaluations.

*Additional information:* <http://curricula.unc.edu/course-evaluations/for-instructors/>

### Learning Contracts for Independent Study Courses

- Registration must be completed after the learning contract has been approved, and not later than the last day of "late registration" (Fall 2017 = Monday, August 28, 2017).
- The learning contract must be collected and archived by your department by this date as well.

### Undergraduate Curriculum Changes

- October 15, 2017 is the deadline to submit changes for the next academic year.
- Changes include new courses, revisions to courses, and requirement changes to majors and minors.
- Please consult with your department's director of undergraduate studies (DUS) to learn about the internal review process in your department.

### Catalog

<http://catalog.unc.edu/>

The Catalog provides information about degrees, programs (majors and minors), the General Education curriculum, course descriptions, along with academic policies and procedures.