Teaching and Syllabi Information

**Scheduling Courses**
Program coordinators and/or faculty area “leads” typically work with individual faculty members to determine when courses are scheduled, course size and course format. However, depending on the size of a given program and the number of sections of a given course, teaching schedules will vary from semester to semester.

**Preparing to Teach**

*Semester Calendar*

Deadlines are noted in the UTSA Administrative Calendar, which is updated regularly. It is a good idea to add student deadlines in your course calendar, i.e. drop dates, graduation application deadlines, etc. Students are restricted to add/drop deadlines. Instructors may be asked to add a student after a course has reached maximum enrollment. Consider such requests carefully since course enrollment caps are often determined by number of seats in your assigned classroom. As per the Fire Marshall requirement, do not allow more students in your class than the room capacity allows.

*Procedures to Add a Closed Class*

Most undergraduate classes close when they are at maximum room capacity. However, some courses have been “capped” and will close even though there are chairs available in the classroom (e.g., C&I 4403 and C&I 4303 are capped at 20.) Graduate courses will likely close while there is room available.

*Adding Students to a Closed Class*

When the classroom is at full capacity, students may not be added. They may continue to try to register for the course until the last day to add since other students drop the class. Since registration is computerized, there is no need for you to keep a waiting list.

When the class is closed but there are still chairs available in the classroom (i.e., the class is capped at 20 and the classroom will hold a maximum of 35), the student will bring an “Add Form” for your signature.

In cases such as this, the student must obtain an Add Form and the necessary approvals. For undergraduate students these include: the instructor, the advisor in the advising center, and the department head. Graduate students must obtain approvals from the instructor and the Graduate Advisor of Record or the Department Chair or the Associate Dean for Graduate Studies.

Any adds after census date are greatly discouraged and require the signature of the Dean or one of the Associate Deans and the Vice-President for Undergraduate Studies (for undergrads) or the Dean of the Graduate School (for grad students).

Once the necessary approvals are obtained, undergraduate students should go to Enrollment Services located in JPL 1.01.04 (1604 campus) or FS 1.500 (DT). For classes within the College
of Education and Human Development, Graduate Students should contact the Student Development Specialist located in each department. The Student Development Specialist will assist students with department overrides and/or other related questions.

Teaching on different campuses
If your office is on one campus and you are teaching on the other campus, your department will assign you an office space to work out of while you at the ‘other’ campus.

If the Department Office is on the 1604 campus and your class meets Downtown, go to the COEHD Downtown Campus Dean’s Office (DB 4.226) for faculty support and assistance.

If you are teaching a course in Department of Counseling, Educational Psychology, & Adult Education (CEPAHE) on the 1604 Campus, go to the Department of Educational Leadership and Policy Studies (ELPS - MB 3.310) for faculty support and assistance.

Course Formats
Course formats are articulated in different ways. The format of the course can impact course scheduling and location.

- Field-based courses: Some courses are held in schools or other areas for the duration of a semester. Offering a course in the field requires special permissions and arrangements. Enrollment in field-based courses is limited.
- Seminar: Seminars are small, discussion-based courses that are usually only offered for advanced undergraduate or graduate levels. Enrollment is typically limited.
- Lecture: Lecture classrooms vary in size depending on department needs and historical enrollment patterns of a given course.
- Academic Lab: Academic labs are specific to a discipline, i.e. science, BBL, etc.
- Computer Lab: COEHD computer labs are available on a per class meeting basis or for an entire semester at both the 1604 and DT campuses.
- 100% online: No campus classroom is required and all course activities are conducted online.
- Blended or Hybrid: Less than 1/2 of a course is held in a campus classroom, the remaining interactions are conducted online.

Accessing your Class Roster
You may print your class rosters (via the Banner system) at any time during the semester. If you need further assistance with this process, you may contact your Departmental Office.

To obtain your class roster, go to http://www.utsa.edu.
Click on “myUTSA,” then click on “ASAP.”
Then click on “Login to ASAP.”
Click on “Faculty Services” and scroll down to “Summary Class List.”

Creating a Syllabus
Probably the most formal relationship you establish with students is through the course syllabus. As the number of students taking courses in the College has grown, so also have the number of problems related to misunderstanding of course expectations and instructor policies. To help
alleviate some of those problems, you should adhere to the following guidelines pertaining to syllabi.

**Evaluation Methods Employed in the Course.**
You are required to inform students (prior to the end of the add/drop period) about how they are going to be evaluated in the course. This information should be as specific as possible. These methods may be changed during the semester provided that no student is penalized by the change. ([HOP, Chapter 2.17](#))

Final examinations or other evaluative activities are required in all organized courses. These exams and evaluations are held at the close of each semester, minimester and summer term. The time and place of final examinations for organized courses are given in the University’s Final Examination Schedule which appears in the UTSA Schedule of Classes for each semester, minimester and summer term. The Schedule is to be followed as announced, with final examinations given on the dates and at the times when they are scheduled and in the places where they are scheduled. No final exam may be scheduled or given prior to Final Exam week.

How the grade will be derived and your grading scale must be clearly stated on your syllabus. There is no University grade scale.

**Attendance and Class Participation.**
Attendance and class participation are required in all remedial courses. Students are expected to regularly attend and participate in all other courses. If either attendance or class participation is listed as required and a part of the grade, you must maintain records of when you take attendance and must demonstrate that the class participation grade is applied consistently to all students. ([HOP, Chapter 5.9](#))

**Make-up Work.**
Students celebrating religious holidays and students absent on official University business must be allowed to make up work they miss. Any other make-up work is at the discretion of the instructor, but your policy on make-up work must be applied uniformly to all students. ([HOP, Chapter 5.9](#))

**Student Judicial Affairs.**
The Office of Student Judicial Affairs (OSJA) administers matters arising from student conduct on campus. This includes, but is not limited to, issues regarding lack of civility in the classroom and academic dishonesty. For more information regarding faculty rights and responsibilities consult their web site ([http://www.utsa.edu/OSJA/index.cfm](http://www.utsa.edu/OSJA/index.cfm)) or call 458-4720.

**Scholastic Dishonesty, Particularly Plagiarism.**
Scholastic dishonesty is considered a student discipline issue. You may not penalize a student for scholastic dishonesty without following procedures outlined in the Handbook of Operating Procedures. ([HOP, Chapter 2.37](#)) We encourage you to include the following statement in your syllabus:

Students are expected to be above reproach in scholastic activities. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties,
including the possibility of failure in the course and dismissal from the University. According to The Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22, "Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, and act designed to give unfair advantage to a student or the attempt to commit such acts." Since scholastic dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

**Criminal Background Checks.**
Information regarding background checks will be distributed by the Director of School Partnerships at the beginning of each semester. Instructors must not allow students in the field until notification is received from the Director of School Partnerships. Each student should submit a background check authorization form to the Teacher Education Office prior to enrolling in their first field-based COEHD course. The form will remain on file while the student attends UTSA and will be submitted each semester to the appropriate school district for each field placement.

Please include the following statement on your syllabus for all undergraduate courses:

>Criminal background checks will be conducted by area ISD’s and other receiving agencies on all students enrolled in selected undergraduate courses in the College of Education and Human Development (COEHD). Since observation and interaction with minors is required for successful completion of degree programs in the COEHD, students who do not have a clear criminal background check may not be able to continue in the programs of the College.

**Students with disabilities.**
Students with disabilities are encouraged to register with the Office of Disability Services located in MS 2.03.18, (210) 458-4157 (Voice), (210) 458-4981 (TTY), or UTSA Downtown, FS 1.526, (210) 458-2816, in order to receive support services.

**Special Requirements.**
Field trips or unique equipment or supplies that must be purchased for the course should be identified in the syllabus.

**Office Hours.**
These should be listed in the syllabus and must be posted on your door. If you do not have an office or share an office, we ask that you make yourself available to your students. This may be in the classroom prior to and/or after your class. Please make use of your best judgment when sensitive or confidential topics are discussed.

Obviously, the syllabus will contain a variety of other information related to the conduct of the course, among which may be

- course goals and objectives,
• textbooks and reading assignments,
• important dates,
• a course calendar or schedule,
• if you are teaching in teacher education, list any TExES competencies addressed in your class. Consult the SBEC web page for a complete listing of competencies.

Short Notice Class Cancellations by Faculty Members
Occasionally, because of unforeseen circumstances, a faculty member may find it necessary to cancel a meeting of one of his or her classes on a short notice. During the university’s normal business hours (M thru F 8:00 a.m.- 5:00 p.m.), the faculty member can notify his or her academic department about a short notice class cancellation, and the department will send someone to the classroom to place a notice on the door or otherwise inform the students of the class cancellation. Outside of the university’s normal business hours, the faculty member can notify the UTSA Police Department by telephone at 458-4242 about any short notice class cancellations. The UTSA Police Department will dispatch an officer to the classroom to notify the students. This outside of the normal business hours notification procedure will prevent our evening and weekend students from having to wait unnecessarily when a faculty member finds that he or she will not be able to meet a class as planned.

Retention of Student Records. (Handbook of Operating Procedures, 2.19)
Faculty members will retain student work not returned to the student (such as examinations, term papers, and other materials) for at least two semesters after the conclusion of a course. During this time students will have access to these materials should they ask for them.

Faculty may dispose of these records at the conclusion of that time period. All grades, including all those assigned during a semester as well as the final grade, should be recorded in a separate grade book which should be retained for a minimum of three years.

There are a number of policies contained in the UTSA Handbook of Operating Procedure (HOP) that will give you guidance related to other classroom issues such as eating and drinking in the classroom, final examinations, use of tape recorders, and releases for field trips. The HOP is available on-line at: http://www.utsa.edu/hop/

Finally, your department may provide additional information on classroom policies and procedures related to the students. Please do not hesitate to contact your Department Head or the Dean’s Office anytime you have questions related to these issues.

Textbooks and Course Materials
Departments have different time lines and procedures for ordering books, but in general these are ordered early in the semester preceding the semester in which the course is scheduled. Textbooks can be ordered online through the UTSA bookstore.

You may require other materials for courses, but these should be clearly stated in the syllabus and costs to the student should be kept to a reasonable amount. Some courses have fees associated with them that can cover course materials, either for classroom instruction or class sets that can be used by students. Check with your department to see if such fees are associated with courses that you teach.
Emergency Issues
In case of ANY emergency or concern, call UTSA Police Dispatch at Ext. 4242 (458-4242).

WEATHER-RELATED CAMPUS INFORMATION OR CLOSINGS, call (210) 458-SNOW

Support for teaching
If you have a class with an enrollment of over 60 students, you may qualify for a reader/grader to assist you with course assessments. Your department chair will determine whether you qualify.

The UTSA library offers instructional presentations and classes on a variety of topics. You may request a presentation for your class or schedule a session that students can attend.

The UTSA Teaching and Learning Center offers a variety of resources and supports. Faculty development opportunities, workshops, ParScore grading, resources, and just-in-need instructional support are available.

Professional standards of performance and Referrals
The COEHD is unique in that it has articulated two sets of standards for students: Fitness to Teach (HOP 5.17 Student Fitness to Teach and Fitness to Practice (HOP 5.16 Student Fitness and Performance). Student accountability and referral processes are associated with each set of standards.

UTSA also offers counseling services to students.

If you find that students require help with basic skills, they can be referred to the Tomas Rivera Center. The center provides services for undergraduate and graduate students in a variety of areas.

Independent Study Course
Independent study courses are generally offered when a program’s scheduled courses do not match a student’s needs or interests. Faculty may agree to supervise an independent study student at their discretion but are advised to only do so when there is a high need and level of commitment on the part of the student. Check with your department about independent study requirements and restrictions (e.g., a written syllabus, documentation of student work, etc.).