

CGS Instructor's Handbook

POLICIES, PROCEDURES, EXPECTATIONS, AND TIPS

AY 2017 – 2018

CGS

UNIVERSITY OF PITTSBURGH

COLLEGE OF
GENERAL STUDIES

ACADEMIC AFFAIRS

Welcome

The College of General Studies (CGS) thanks you for accepting this teaching assignment. We look forward to working with you during the upcoming academic term. If you have questions, concerns, or require special assistance during the term please contact Boryana Dobрева, Director of Academic Programs or Leslie Hilliard, Academic Programs Assistant.

Please keep this document for reference throughout the academic term. You may also find links to many faculty resources on the CGS web site at <http://www.cgs.pitt.edu/about>.

Note: The content of this handbook does not supersede University policies and procedures.

CGS Academic Affairs Contact Information

Office Hours: 8:30 am – 5:00 pm Monday through Friday
Email: cgs-academicaaffairs@pitt.edu
Website: <http://www.cgs.pitt.edu/about/faculty-resources>
General Phone: 412-624-6600
Fax: 412-624-5461
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COLLEGE OF GENERAL STUDIES: OVERVIEW

Our Mission

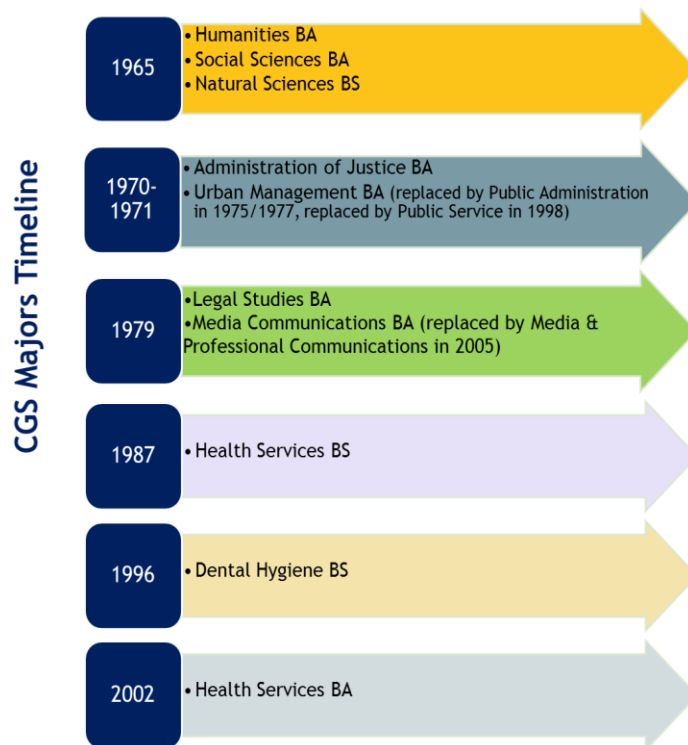
We help students reach their academic and personal goals so they are prepared for the next stages of their life and career.

The College of General Studies offers pre-professional, interdisciplinary, and flexible degree and certificate programs, as well as continuing and lifelong learning opportunities designed to meet the ambition of the adult learner. The College invests in the success of its students by providing excellent educational opportunities, outstanding personalized services and specialized career and support programs, as well as access to the faculty, resources and alumni network of a large research university. Our educational programs provide students, in our credit and non-credit programs, the knowledge, and skills needed to achieve and advance their personal and professional goals.

+

We have created a variety of curricular, co-curricular, and extra-curricular opportunities to allow students to take full advantage of the University community. We partner with seven University of Pittsburgh schools to provide support to our 10 undergraduate majors, 13 certificate programs, and 3 minors.

All academic programs consist of courses taught by University faculty as well as professionals in various fields. We are constantly seeking new opportunities to blend faculty resources with the needs of various fields and disciplines in the region.



Student Population and Needs

About 60% of CGS students fall into the age range of 21-35, with the largest portion of them in the 21-25 age category.

Many CGS students are parents, veterans, homemakers, retirees, reentry students, transfer students, career changers, and working professionals seeking educational advancement and personal fulfillment.

What makes the needs of nontraditional students unique is the challenge of fitting their studies with the complexity of family responsibilities, community roles, employment, and economic pressure. The CGS approach takes this into consideration. We make sure that our services and programs are offered in a variety of course formats, from face-to-face and self-paced to hybrid and fully online, to maximize the students' opportunities to participate.

Course Scheduling

Face-to-face classes are scheduled once a week in the evening or on Saturdays and this is done in order to accommodate the nontraditional students that work day jobs. In addition, we offer three types of online courses (self-paced, hybrid, and web) to provide further flexibility for full or part-time students. **Note:** While CGS courses are primarily developed and scheduled to meet the academic needs of CGS students, they are open to all University of Pittsburgh students just as undergraduate courses throughout the University are open to College of General Studies students.

Butler County Community College

CGS evening classes meet in room 121 Humanities & Education Bldg., 107 College Dr., Butler, PA 16002. For more information and a map visit the Butler County Community College (BC3) web site at <http://www.bc3.edu/aboutbc3/mapmain.asp>.

Course Modality or Instructional Delivery Method (IDM)

In the self-paced modality, students work on their own following the syllabus and meet only 3 times throughout the semester.

Hybrid and web courses have weekly online discussions, assignments, quizzes, as well as group projects; all within the CourseWeb/BlackBoard. In addition, **hybrid courses** are supplemented with a limited number (typically 3) of face-to-face workshops and **web courses** have no face-to-face meetings.

In All 17, 119 instructors from 7 schools and 37 departments taught 159 online and 95 face-to-face courses.

Identifying College of General Studies Courses in PeopleSoft

Tip: Use the Class Section number to identify CGS courses in PeopleSoft.

CGS Class section numbers begin with 7 and the second digit determines the program. All other schools on the Oakland Campus begin with a 1.

Class Section Numbers	CGS Program
7010	Day/Evening Program (primarily one night a week)
7210	Butler/Butler County Community College (BC3.edu)
7510	CGS Online WEB
7710	CGS Online Hybrid
7810	Saturday College
7910	CGS Online Self-Paced

Examples of class section numbers as seen in PeopleSoft:

MATH 0031-7810 (12345) is a CGS Saturday College course offering. CGS 0092-7710 (12345) is a CGS Online Hybrid course. CGS 0092-7720 (98745) is an additional offering of the CGS Online Hybrid course.

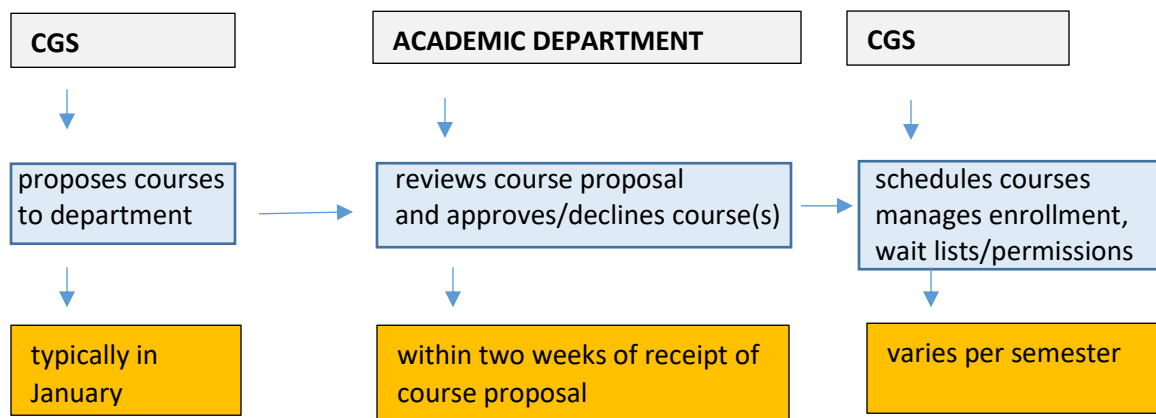


AA Connections is a monthly e-bulletin to our faculty, keeping them apprised of College-related updates, reminders, trainings, deadlines, and trends in pedagogy.

WHAT WE DO FOR YOU:

- ✚ Manage course scheduling, enrollments, permission numbers, and waitlists.
- ✚ Notify you of important dates, upcoming deadlines, training opportunities, and CGS policies.
- ✚ Partner with the University Center for Teaching and Learning (UCTL, formerly CIDDE) to provide you with pedagogical training and Blackboard assistance.
- ✚ Coordinate classroom surveys with the Office of Measurement and Evaluation of Teaching.
- ✚ Assist with student complaints and grade disputes.

Course Planning and Scheduling Chart



Teaching Appointments

The courses offered by CGS are the curriculum of academic departments throughout the University of Pittsburgh. Consequently, academic departments vet, hire, and, working with CGS Academic Affairs, assign instructors to teach the sections offered by our college. Faculty interested in online teaching should demonstrate training and experience in online course instruction.

Appointment Letters

Appointment letters for Arts & Sciences instructors teaching face-to-face courses are prepared and mailed by the academic department, in which the course is housed. The College of General Studies prepares the contracts for the instructors teaching CGS online sections (i.e., web, hybrid, or self-paced) and all other schools.

Employment Paperwork

Instructors who are not currently appointed at the University of Pittsburgh will need to complete all necessary paperwork through the academic department. Contact your home department for more information.

Compensation and Payroll

Salary rates for face-to-face (f-2-f), web, or hybrid classes are set by the academic departments with the guidelines of university, school, and department policy. CGS sets the salary for self-paced classes and the courses housed in CGS. All payroll processes are managed through the A&S Dean's office by the CGS Payroll & Personnel Coordinator.

CGS POLICIES, PROCEDURES, AND EXPECTATIONS FOR CGS COURSES

Course Description and Textbooks

Course sections taught for CGS must adhere to the departmental description of the course and utilize the textbook(s) and materials approved by the department. It is our expectation that the faculty notify CGS of any departmentally approved changes to the course description or required textbook materials.

Classroom Scheduling and Classroom Change Requests

Classrooms are assigned when the schedule is entered into PeopleSoft by the Registrar's classroom scheduling office. Special arrangements or changes must be submitted through CGS no later than the end of the add/drop period.

Course Materials/Textbook Orders *(if not already submitted)*

Instructors teaching a CGS Online course must order textbooks (including e-Books) online through the Book Center's web site at <http://www.pittuniversitystore.com/>. Click this link: http://cfo.pitt.edu/universitystore/textbook_adoption/form.php to view the Textbook Adoption Form.

Instructors teaching a traditional face-to-face course must order textbooks through their academic department administrators.

Course Supplies

Requests for support for course supplies and materials should be directed to the department in which the course is housed.

Office Hours

All faculty members are required to keep office hours, in addition to meeting students when necessary by appointment. See the University policy at http://provost.pitt.edu/faculty-handbook/ch3_off_hrs. Times when you are available should be stated on your syllabus. Face-to-face instructors should provide office addresses; online and hybrid instructors should make clear the means by which individual student meetings can take place, such as via Skype, Google Hangouts, or phone.

Course Prerequisites

Students may not enroll in a course for which they do not meet the prerequisite by the time the course begins. In specific cases, prerequisites may be waived by the instructor or upon approval by CGS Academic Affairs or the chair of the department that houses the course. If a waiver is granted, a permission number will need to be requested through CGS Academic Affairs.

Course Enrollment Caps, Reserved Seats, and Wait Lists

Enrollment Caps: The enrollment caps are set by CGS. The typical CGS enrollment cap for a 3-credit class is 35 and online web and hybrid sections usually cap at 20. These enrollment caps can be changed upon request to accommodate the department/faculty and/or available classroom.

Reserves: To better accommodate CGS students, the College typically reserves a number of seats in its sections specifically for our students. These seats will remain reserved until a designated date each term, after which time any unfilled seats will be open to all students.

Empty CGS reserved seat release dates:

- Fall Term - 12:00AM, August 1
- Spring Term - 12:00AM, December 1
- Summer Term - 12:00AM, April 1 (some 6week2 sections release in mid-May)

Wait Lists: Courses which reach their enrollment cap will become closed to further students. Students may then add their names to a course's wait list, which also has a set cap. Students on the wait list will automatically be enrolled in the class if a seat becomes available (e.g. because a previously enrolled student dropped or the cap was raised). Read the Registrar's FAQ on Wait Lists here:

<http://www.registrar.pitt.edu/faq.html>.

Course Permissions

You are never obliged to exceed the course cap. If a student asks you for permission to enter your closed course, provide him/her authorization in an e-mail and direct the student to forward the authorization to CGS Academic Affairs for further consideration and processing.

Factors that go into CGS' decision include but are not limited to:

- Did students put themselves on the waitlist?
- Are there seniors and juniors (others) on the waitlist in front of the students requesting special permission?
 - Seniors graduating at the end of the term might be given priority consideration if the course is a major core requirement.
 - Elective course and general education requirements are usually not considered immediate necessities because there are many options to fulfill these needs.
- Are there enough desks in the room? (on campus face-to-face classes only)

Low Enrollment and Course Cancellations

Courses in which low enrollment falls below 10 may be cancelled by CGS Academic Affairs. Cancellation dates are typically two to three weeks prior to the start of the term. If your class is cancelled, both you and your department will be notified via email by CGS.

Academic Calendar

The Office of the Provost maintains the University's official academic calendar at <http://provost.pitt.edu/students/academic-calendar>. The Registrar's Office maintains an extended academic calendar, which shows the dates' classes begin and end, finals week and grade deadlines, and other important dates: <http://www.registrar.pitt.edu/calendars.html>.

Note the following important change to spring term classes scheduled on Mondays: Beginning with the 2017-2018 Academic Calendar, spring term classes will begin on the Monday of the first full work week in January (generally the second week in January). This will result in spring terms where Undergraduate, Monday (only) classes will have 13 class meetings scheduled plus the final exam meeting, which is one class meeting short of accreditation regulations. Academic Calendar Committee suggestions regarding how to effectively cover the 14th class meeting are available at http://www.registrar.pitt.edu/assets/pdf/Academic_Calendar_2017-2018_ACC_Msg.pdf to remain in compliance with accreditation requirements.

CGS Online Instructors, please note: Online courses begin on the first day of the term unless a different date is noted. Instructors are expected to have their courses made available to students on the first day of class.

In addition, beginning with the 2017-2018 Academic Calendar, the drop period will be extended for qualifying undergraduate students. The extended drop period will initially be offered to students in the spring 2018 term, and is planned to be offered in both fall and spring terms moving forward. Guidelines regarding the extended drop period are available in the Enrollment Resources section at <http://www.registrar.pitt.edu/enrollment.html>.

Final Examination

CGS classes continue to meet during finals week. Where regular final examinations are to be given, they must be held during the last scheduled class meeting. Due dates must be stated in the course syllabus and students should be provided sufficient time and resource materials to prepare for their final examination.

Class/Workshop Cancellations

If you need to cancel a class/workshop session, please notify your students. You must also notify our office at hilliard@pitt.edu or (412) 624-6617, so that we may notify *Rooms and Scheduling* and have signs posted. CGS expects that make-up sessions will be arranged should a class be missed.

Holiday Policy for Online Courses

Online instructors should consider university holidays and breaks when scheduling exams, assignment due dates, and meetings. Fall break, Thanksgiving break, and national holidays such as Labor Day, Memorial Day, etc.: instruction in asynchronous online classes continues these weeks with flexibility. Instructors may still assign readings or other tasks, but should avoid scheduling examinations or other due dates for graded activities on recess days. Spring break being a Sunday to Sunday recess should have no course work assigned.

CourseWeb/BlackBoard

All College of General Studies instructors are encouraged to develop a CourseWeb/Blackboard site for their classes. Course shells are generally made available several weeks before the beginning of the term. For information, please visit The University Center for Teaching and Learning at <http://teaching.pitt.edu/learning-management-system/> or contact their team at etc@cidde.pitt.edu.

Note: CGS Academic Affairs staff will be in the course as TAs so we may assist you and students and to make sure that the course has been made available to students on the first day of the term as required.

Course Enrollments and Class Lists

Faculty can access course enrollment lists and send e-mail messages to class rosters through the Faculty Center on <http://www.my.pitt.edu>. You will need to log in with your PITT User Name and Password.

Credit Hour Policy for Online Courses

The College of General Studies has established the following curricular guidelines for determining credit hours for online courses developed and offered through CGS. These guidelines are in compliance and

consistent with [Federal, Middle States Commission on Higher Education](#), and [University of Pittsburgh policy](#) related to the awarding of academic credit.

One academic credit hour delivered in the traditional face-to-face classroom setting typically consists of 50 minutes of direct faculty instruction and a minimum of two hours of out-of-class student preparation over a 15-week academic semester. The amount of student effort expected for a 1-credit course translates into 750 minutes of class time and 1,800 minutes out-of-class time for a total of 2,550 minutes. A 3-credit hour course must meet 3 academic hours per week (3x50 min) and has 6 hours (6x60 min) of homework. Over a 15-week semester, this is equivalent to 2,250 minutes of seat time and 5,400 minutes of outside work for 7,650 total minutes per term.

Minimum instruction and outside-of-class time are calculated according to this formula:

$$([50 + 120] \times \# \text{ of course credits}) \times \# \text{ of weeks} = \text{total \# of minutes for seat time and outside work}$$

The same standard for awarding credit hours applies to courses in the online modality (web, hybrid, or self-paced). In asynchronous learning environments, class time and homework are combined but students are still expected to spend the equivalent amount of time on their online coursework [as compared to the face-to-face course equivalent] each week as per the above guidelines. For example, for an undergraduate 3-credit online course, class time and outside work time should amount to a total of 510 minutes per week.

When designing and developing online courses, instructors must consider the following:

- It is CGS expectation that online courses have student-learning outcomes that are equivalent to those for courses taught in the traditional format and that course objectives and learning outcomes are clearly stated in the course syllabus.
- It is the responsibility of the instructor developing and teaching the course to be able to demonstrate, via class assignments, readings, projects, and class attendance and participation policies, that the expected student activity load is sufficient in scope and rigor for the academic level and credits of the course and reasonably distributed throughout the semester.

Course developers and instructors are asked to estimate the average amount of time students are expected to spend interacting with course content each week and address any inconsistencies, if necessary. Interactions with course content include, but are not limited, to:

- Orientation to the course in Blackboard, incl. software, discussion board or blog setups; etc.
- Reading and Viewing
 - Online material with no interactivity (PowerPoint slides, syllabus, announcements, online articles, journals, textbooks [online and traditional], assignment instructions, grade rubrics, etc.)
 - Online materials with interactivity (tutorials, multimedia)
 - Video, audio, podcasts, webinars, or simulations
- Activities with active instructor involvement, such as:
 - Instructor-led online chats, discussion board interactions, or group work;

- Online office hours
- Instructor-narrated and recorded lecture slides and videos
- Assignments utilizing Blackboard tools:
 - Quizzes, exams, discussion forums, blogs, simulations, gaming, podcasts

Note: Studying for examinations, homework assignments, preparing presentations, and writing papers are considered outside-of-class work.

Here is a sample sheet for estimating asynchronous contact hours.

Schedule	Interactions with Course Content	Minutes/Hours estimated	Outside Instructional Time	Minutes/Hours estimated	Total Time
Week #1					
Week #2					

Course Syllabus

Faculty are expected to prepare a course syllabus, an at-a-glance calendar, and any relevant course materials for the CGS section(s) they teach. A copy of the course syllabus and course schedule is due to CGS Academic Affairs within the first month of the semester. CGS courses are academically rigorous and faculty are expected to uphold the same academic standards for CGS courses as they do for any other courses taught for the respective academic department. For more information on how to create an effective syllabus, see <http://teaching.pitt.edu/graduate-student-teaching/resources/>. Explore also the *CGS Syllabus Checklist* in this Handbook for further details on our expectations for classroom educators.

Student Evaluations of Teaching (OMET)

All faculty members are expected to have their course(s) evaluated by students using a standard evaluation instrument developed by the Office of Measurement and Evaluation of Teaching (OMET) (<http://www.cidde.pitt.edu/omet/>). Evaluation (quantitative and qualitative) results will be used by CGS for administrative purposes, including planning future course revisions.

The OMET request process is now automated and administered through CourseWeb/Blackboard during the last three weeks of class each term. CGS instructors no longer need to request surveys. Students will receive the survey link via email on the first day of the survey period. Links can also be accessed through the students CourseWeb landing page.

CGS Online Web, Hybrid, and Self-Paced instructors should send an announcement once a week during each of the survey weeks reminding students of the importance of their participation in the survey to ensure the continued development and availability of online courses. Instructors teaching face-to-face classes should designate a particular class and time (20 min) and have students take the survey in class at that time. Please encourage students to bring to class their laptops or another handheld electronic device (iPad, tablet, smart phone, etc.) in order to complete the questionnaire.

Instructors who wish to opt-out of the survey process must notify CGS Academic Affairs Program assistant Leslie Hilliard via email at hilliard@pitt.edu and their academic department in writing. Include your course information and the reasons for opting out of the process. In this instance, you will be required to provide CGS and their designees with access to online materials associated with this course, including self-survey outcomes.

CGS Academic Affairs receives the OMET results directly from the OMET and may ask instructors to provide additional information if necessary. These results can be made available to department chairs upon request.

Grading

Grade submission in PeopleSoft must be completed by instructors for each session. For more information on grade submissions, visit <http://www.registrar.pitt.edu/grades.html>.

"G" Grades

"G" grades may be given when class work is unfinished because of extenuating personal circumstances that are beyond one's control like major illness, injury, or family issues such as birth or death. For students enrolled in CGS courses, the "G" grade may be assigned if the above conditions are met and the student has been making steady and satisfactory progress in the course (met the "G" grade requirements as listed in the syllabus), and the instructor believes that additional time to complete the course is warranted. Students should be able to provide evidence/documentation to substantiate their request. If a "G" grade is granted, students are instructed in writing to complete some clearly defined work (e.g. a final examination paper, etc.) within a specified period of time. The "G" must be completed no later than one year after the term or session in which the class was taken. Summer counts as a term. For additional information, see <http://www.registrar.pitt.edu/grades.html>. A sample copy of the CGS G Grade Instructor-Student Contract may be found in the Appendix.

Grade Change Request Forms

Grades may be changed or entered electronically by faculty or authorized assistants only during grading periods designated by the University's Office of the Registrar for each term. Once grading period deadlines have passed, all change of grade requests are to be submitted on Grade Change Request Forms and require written explanations of the reason for the changes. The Grade Change Request Form is available as a fillable Pdf here:

http://technology.pitt.edu/sites/default/files/documents/migrated/PeopleSoft_Faculty/GRADE_CHANGE_REQUEST.pdf. The form may be completed only by faculty and authorized staff and must have an original signature.

Listed below are the steps that should be followed once the form has been completed.

Step 1: CGS instructors should submit the completed Grade Change Request Form to CGS Academic Affairs (ATTN: Leslie Hilliard or Boryana Dobrova) via email, fax (412 - 624-5461), or campus mail (CGS, 1400 Posvar Hall) for review and further processing.

Step 2: CGS Academic Affairs will forward the forms to Associate Dean John Twyning's Office for signature and approval.

Step 3: The Associate Dean's Office will forward the form to the Registrar's Office. The Dean's signature on the grade change form constitutes approval.

Academic Integrity Standards

CGS upholds the University's commitment to high quality teaching and learning. CGS instructors and students should abide by the University guidelines on academic integrity. Explore

<http://www.provost.pitt.edu/info/ai1.html> and <http://www.cgs.pitt.edu/academics/policies-and-calendars>.

Academic Assessment

The faculty agrees to assist, if called upon, with the implementation of the College's academic program assessment plans, which are part of the University of Pittsburgh's initiative to assess student learning <http://www.academic.pitt.edu/assessment/requirements.html>. Such assistance typically involves the forwarding of copies of designated students' graded essays/assignments along with prompts and a syllabus but may include occasional service on an assessment panel where such essays/assignments are reviewed.

CAMPUS RESOURCES AND SERVICES

Teaching Support Services

The University Center for Teaching and Learning (formerly CIDDE) provides a range of teaching support services. The CGS-Teaching Center Liaison will forward the Teaching Center's newsletter and announcements of workshops for instructors (faculty, adjunct, and TA/TF) to your @pitt.edu email; you are also encouraged to peruse their web site, <http://teaching.pitt.edu/>.

Media Services (*Audio-Visual Equipment and Films*)

Instructors should order and pick up media from the Media Services office located on the lower level of Alumni Hall; their phone number is 412-648-7240. Online ordering for films and equipment is available at: <http://teaching.pitt.edu/classroom-services/>.

Additional media resources (films, audio...) are available in the Hillman Library Stark Media Center (<http://library.pitt.edu/media-services>). Instructors need only take their Pitt ID to the Stark Media Center (G-20 Hillman Library) to be added to their database. After your first visit, you will be able to place orders online. For more information, contact the Media Services Information Center Desk Manager Caroline Brown by Phone 412-648-7807 or email: lola1@pitt.edu.

Identification Card (Panther Card)

Panther Central located at Litchfield Towers, Tower C can issue a new or expiring Panther Card approximately two weeks after the start of the upcoming semester.

Locked Classrooms and Housekeeping Issues

Call Police Services at 412-624-2121 or email: police@pitt.edu (please do not contact them for media issues).

The University has a strict NO FOOD or BEVERAGES policy in place for the Nationality Rooms and faculty members are held responsible for any damages.

Testing Center

Testing for courses offered through CGS Online is coordinated from the University of Pittsburgh Testing Center, G-33 Cathedral of Learning, 4200 Fifth Avenue, on the Oakland campus. Faculty who plan to utilize this service, should contact the Testing Center to make arrangements. Students can elect to take supervised exams in Oakland or at any one of several testing centers and will need to fill out a form available at: <http://www.uptc.pitt.edu/testing-off-campus>.

APPENDIX

CGS COURSE SYLLABUS CHECKLIST

A syllabus is a contract between the instructor and the students that makes clear the expectations and requirements each party is supposed to fulfill.

Basic Course Information (Heading)

- Institution
- Department/school offering the course
- Subject, Catalog Number, and Title (e.g., GER 1502 *Indo-European Folktales*)
- Term and year offered
- Delivery method (face-to-face, self-paced, hybrid, web)
- Location and time for class meetings (workshops for self-paced and hybrid)

Faculty Contact Information

- Name
- Office location (if any)
- Phone number(s) (may include departmental telephone number)
- Email address(es)
- Office hours (see CGS policy, pg. 7 in this handbook)

Course Details

- Course description (should include a broad overview of course topic, learning outcomes, and academic requirements fulfilled, and/or prerequisites)
- Course materials (textbooks, videos, course reserves etc. and information on what is required and how to obtain/access the materials)
- Additional course materials/software/hardware and brief explanation how they will be used

Course Structure

- Statement for using Blackboard as the Learning Management System (LMS) for the course (for online courses)
- Description of your Blackboard course organization (modules, weeks, or topics) (online courses)
- Methods of course delivery (e.g. PowerPoint lectures, instructional videos, online discussion, etc.)
- Course calendar and schedule (due dates for topics, readings, assignments, exams, or special activities)

Course Requirements and Grading

- Course requirements and their percentage value
- Grade scale and standards (incl. Information on extra credit)
- Abbreviated description of the content and format of each requirement. Detailed information should be provided in a separate document (distributed in class and/or made accessible in Blackboard).
- Any additional information unique to your course (e.g., your role in online discussions; amount of time students will need to prepare for each assignment; for hybrid courses, the connections between online and in-person meetings, etc.)

Policies and Expectations

- Late submission and missed assignments
- Class participation (for online courses: Blackboard presence and netiquette)
- Student to instructor communication expectations
- Email Communication Statement* (see below)
- Class/workshop cancellations (see CGS policy, pg. 9)
- Your use of the Grade Center and a timeframe for providing students with feedback on each assignment
- Nonstandard grades (G grades etc.) (see pg. 12)
- Academic integrity* (see below)
- Disability Services* (see below)
- Classroom Recording* (see below)
- Accessibility
- Copyright Notice
- Religious Observances* (see below)
- Examination policy (refer to pg. 9)
- Turnitin/SafeAssign Statement* (see below)

Email Communication Statement

Each student is issued a University e-mail address (username@pitt.edu) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their e-mail via other service providers (e.g., Hotmail, AOL, Yahoo). Students that choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does not absolve the student from responding to official communications sent to their University e-mail address. To forward e-mail sent to your University account, go to <http://accounts.pitt.edu>, log into your account, click on Edit Forwarding Addresses, and follow the instructions on the page. Be sure to log out of your account when you have finished. (For the full E-mail Communication Policy, go to www.bc.pitt.edu/policies/policy/09/09-10-01.html)

Academic Integrity

Students are required to comply with the University of Pittsburgh's Policy on Academic Integrity, <http://www.as.pitt.edu/faculty/policy/integrity.html> found at this link. Any student violating this obligation for any reason during the semester must participate in procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity.

Disability Services

If you have a disability, contact both your instructor and the Office of Disability Resources and Services (DRS), 216 William Pitt Union, 412-648-7890/412-383-7355 (TTY) as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

Statement on Classroom Recording

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.

Religious Observances

In order to accommodate the observance of religious holidays, students should inform the instructor (by email, within the first two weeks of the term) of any such days which conflict with scheduled examinations or assignment due dates. The instructor will contact the student to confirm alternative arrangements.

Turnitin/SafeAssign Statement

Faculty who plan to use the Turnitin or SafeAssign service to evaluate student papers for potential plagiarism must include the following statement in the course syllabus. Faculty using this service are encouraged to accommodate students who wish to use pseudonyms to protect their privacy.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com or Blackboard's SafeAssign internal search service for the detection of plagiarism. All submitted papers will be included as source documents in the respective reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com page service or Blackboard's SafeAssign tool is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site or Blackboard's SafeAssign page.

CGS G Student-Teacher Contract



CGS “G” Grade Student-Teacher Contract

"G" grades may be given when class work is unfinished because of extenuating personal circumstances that are beyond one's control like major illness, injury, or family issues such as birth or death. For students enrolled in CGS courses, the "G" grade may be assigned if the above conditions are met and the student has been making steady and satisfactory progress in the course (met the "G" grade requirements as listed in the syllabus), and the instructor believes that additional time to complete the course is warranted. Students should be able to provide evidence/documentation to substantiate their request. If a "G" grade is granted, students are instructed in writing to complete some clearly defined work (e.g. a final examination paper, etc.) within a specified period of time. The "G" must be completed no later than one year after the term or session in which the class was taken. Summer counts as a term.

This form is a contract between the instructor and the student. It should be prepared thoughtfully, recognizing one's time constraints as well as the length of the extension granted by the instructor. If students fail to meet the terms of this contract, it may result in the denial of further extension and having to repeat the course if it is needed to fulfill requirements for graduation. Students enrolled in schools other than CGS and UA&S are bound by the "G" grade policies of those schools.

Term (circle one): Fall Spring Summer Year: _____

Subject: _____ Catalog Nbr: _____ Class Nbr: _____

Course Title: _____

Instructor: _____

Assignment(s) to Complete	Date	Exam(s) to Complete	Date
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(Use additional page if necessary)

Student Name: _____ PeopleSoft ID: _____

Day Phone: _____ Evening/Cell Phone: _____

Campus E-mail: _____

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Instructor Comments:
