

## **College of Education Guidelines on Paperless Syllabi**

University of Kentucky

Approved by the COE Council of Chairs, November 18, 2009

### **Background:**

The College of Education's (COE) interest in providing students with convenient access to course syllabi and concerns about paper consumption have prompted this statement encouraging paperless electronic distribution of syllabi. These guidelines are designed to protect instructors and programs from unauthorized uses of content from their syllabi.

Several options for delivering electronic syllabi are available to instructors:

1. UK's online course management system, Blackboard,
2. The COE website, and
3. E-mail from instructors to students.

### **Guidelines**

Instructors in the COE are encouraged to provide electronic versions of course syllabi to all students enrolled in their courses. In keeping with University Senate rules, each student must receive the syllabus during the first or second class meeting of the academic term. If the syllabus is posted in Blackboard or the college's website, it must remain posted throughout the semester. Please see the UK Office of Academic Ombud Services ([http://www.uky.edu/Ombud/reminder\\_syllabus.php](http://www.uky.edu/Ombud/reminder_syllabus.php)) for more detail about syllabi content.

A paper copy of the course syllabus will be provided free of charge upon request by any student enrolled in the course. Students with disabilities who receive support from UK's Disability Resource Center (<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter>) will have access to syllabi in the format that matches appropriate accommodations for each student.

Departments will maintain electronic and/or paper archives of syllabi from current and previous semesters. Archives are necessary for accreditation reports and meeting needs of former students.

### **Process:**

- **Option 1: Blackboard**

Syllabi may be posted on Blackboard. UK's Teaching and Academic Support Center (TASC) provides training and access for the Blackboard course management system. Information is available at: <http://www.uky.edu/TASC/DL/BBsupport.php>.

- **Option 2: College of Education Website**

Course pages on the college's website (<http://education.uky.edu>) are available for posting the current semester's syllabi. Syllabi will be password-protected and only

available to individuals with UK User IDs and passwords. The steps required for this option are:

1. Instructors provide the departmental contact with an electronic copy of the upcoming semester's syllabus no later than 10 work days before the first class meeting of the semester.
2. The departmental contact will convert all syllabi to PDF format so that no changes may be made to the syllabus from the electronic posting on the website.
3. The departmental contact will forward the PDF syllabi files to a designated member of the ITC staff (e.g., Stuart Reedy) who will post the syllabi to password-protected pages on the COE website.
4. Only the current semester's syllabi or the syllabus from the most-recently taught semester will be posted on the COE website.

- **Option 3: E-mail with Syllabus Attached**

Instructors may send syllabi to students via UK's e-mail system. Pre-registration and final enrollments with students' e-mail addresses may be viewed at myUK (<https://myuk.uky.edu/irj/portal>).