

The FAMU School of Architecture & Engineering Technology (SAET) is committed to providing **\*\*excellent service\*\*** to its students, faculty, and staff. The school offers a range of academic programs in architecture, construction engineering technology, electronic engineering technology, and facilities management<sup>1</sup>. The SAET's mission is to provide state-of-the-art academic programs of excellence at both the undergraduate and graduate levels. The programs will produce highly qualified graduates who are prepared and capable of serving as leaders and contributors in our ever-evolving society.

*SB 7044*—effective July 1, 2022—created minimum syllabi requirements for all courses in the State University System of Florida requiring sufficient detail to inform students of the following:

- *Course curriculum.*
- *The goals, objectives, and student expectations of the course.*
- *How student performance will be measured.*
- *Collect and publicly post course information, including syllabi, textbooks, and other instructional materials, at least 45 days before the start of the term.*

In response FAMU created *The Simple Syllabus Template*. The following SAET practices and/or Syllabus Template were developed to comply with State Law.

1. **TEACHING AND LEARNING.** The SAET is committed to providing a professional environment that creates a positive learning environment. Course roadmap, benchmarks, expectations, and outcomes are clearly defined.
  - a. **Syllabus.** A syllabus provides important information about a course, such as, the course schedule, grading policies, and university policies. It also communicates information about the instructor, course description, course materials, and course learning goals. The State of Florida implemented the Syllabus Template for the State University System (SUS).
    - i. The purpose of a syllabus is to provide students with a clear understanding of what is expected of them in a course. SAET course syllabi also include accreditation goals and outcomes included in each course. The “Course Outline/Schedule” section of the SAET provides critical dates and assignments which helps students plan their time, stay organized, and manage their workload effectively.
    - ii. The SAET syllabi serves as a contract between the professor and the students, outlining the expectations and responsibilities of both parties. Any changes in graded assignments, grading methods, or deliverables should be communicated in writing to the students.
    - iii. A well-crafted and followed syllabus can also be used to create a positive learning environment. By setting clear expectations and goals, a syllabus can help to motivate students and encourage them to take an active role in their own learning, according to Cornell University.
  - b. **Rubric.** A rubric is a tool used to evaluate student work. As noted, the syllabus contains a section “Course Outline/Schedule” that lists critical dates for each assignment. The Rubric clarifies how student work in each assignment will be evaluated based on specific criteria and expectations. It is recommended that Rubrics be used for all assignments, including research papers, lab projects and reports, design studio presentations in the SAET. Rubrics help instructors assess assignments consistently from student-to-student, a tremendous benefit when addressing student grade appeals. Using rubrics in the SAET is recommended as it saves time in grading, give timely and effective feedback, and promote student learning in a sustainable way. CANVAS has tools to help in the development of rubrics.
    - i. The purpose of the Rubric is to show students the expectations and parts of an assignment. The goal is to help students become more aware of their learning process and progress, improve work through timely and detailed feedback, and consider the quality of their work.

- ii. Rubrics can also motivate students to improve their work by using rubric feedback for resubmission or future assignments.
  - iii. Overall, rubrics are an essential tool for both instructors and students. They provide clarity of what is expected of students in an assignment, help students to plan their time, stay organized, and manage their workload effectively, and create a positive learning environment.
  - iv. Evaluation of rubric results can help professors refine teaching methods. and facilitate peer-review by setting evaluation standards. Rubrics are also a powerful assessment tool where outside evaluators comments about student success are documented.
- c. Performance Measure as Posted in CANVAS
- i. Syllabus must be posted on or before the 1<sup>st</sup> day of class (follow the SAET Template).
  - ii. Syllabus and complete course outline/schedule must be posted by the end of week 1.
  - iii. Post a minimum of 4 Assignment Descriptions based on SAET performance outcomes.
    - 1. Assignment grade posted at the end of week 1.
    - 2. Assignment grade posted at the end of week 2.
    - 3. Assignment grade posted at the end of week 4.
    - 4. Midterm grade average posted week prior to FAMU's Withdrawal deadline.
  - iv. Rubrics must be posted for all assignments greater than or equal to 30% of the grade.
  - v. Mid-term grades must be posted by the end of week 8.
  - vi. Week leading up to the University withdrawal deadline, faculty must post grades and contact students (copy Dr. McRoy) with a "C" or below.
- d. Student Attendance. FAMU has a mandatory attendance policy. *SB-7044* codified this practice 7/1/2022.
- i. Follow your attendance policy in your syllabus.
    - 1. Engagement and Participation:
      - a. Regular attendance ensures that students actively engage with course material, discussions, and activities.
      - b. In-class participation fosters a sense of belonging and community among students.
      - c. In-class participation encourages collaborative learning.
    - 2. Assessment and Grading:
      - a. Attendance affects grades or points as indicated in the syllabus.
      - b. Attendance is often an issue when students appeal grades. Maintaining accurate records is essential.
      - c. Faculty can monitor student progress and identify those who may need additional support.
  - ii. Please post attendance in iRattler through the end of the "Adjustment Period". FAMU often allows students to DROP and ADD after the normal period has ended. Do not mark students present or absent before they officially enroll. PLEASE use discretion in allowing students to make up work missed if they enroll late. Most late enrollment is due to financial issues.
  - iii. Please keep attendance in CANVAS.

## 2. OFFICE HOURS

- a. Faculty must provide consistent access to students outside of class.
- b. Office hours must be posted clearly (e.g., syllabus, CANVAS, or outside the faculty office).
- c. Virtual office hours via email, ZOOM, etc., are acceptable.
- d. The SAET requires a minimum of 10 posted office hours per week.

### 3. CAREER ADVISEMENT

Faculty members can provide valuable guidance and support throughout a student's educational journey. By helping SAET students identify and address career counseling and personal issues (as addressing in the annual certifications), counseling faculty contribute to student success both academically and professionally. A few noted ways to assist students:

- a. Career exploration.
- b. Job search strategies.
- c. Professional or graduate school preparation.
- d. Interview preparation.
- e. Other considerations:
  - i. Refrain from using biased or inappropriate comments that can be considered racist, bigoted, sexist, or homophobic.
  - ii. Avoid favoritism and bias in grading.
    1. Faculty should grade students fairly and consistently, avoiding any favoritism or bias based on personal preferences or relationships,
    2. Transparency in grading criteria and rubrics is essential to maintain trust and equity.
  - iii. Provide timely feedback and communication.
    1. Faculty should provide timely feedback on assignments, exams, and student inquiries.
    2. Clear communication about expectations, deadlines, and course updates helps students succeed.