respectful, and stimulating environment for all. Interactions between faculty, students, and staff should be professional and respectful. Academic integrity is a critical aspect of student learning in the computing environment, and faculty will determine when student collaboration is allowed. Each course offered by the College will be structured in the knowledge that timely feedback is essential to learning and should be conducted in a supportive manner that allows students to realize where they have erred, understand the correct approaches, and know how to grow in their ability to succeed. Given the importance of experimentation, iterative improvement, and exploration as vital components to learning, CCSE faculty and staff will create a supportive environment that recognizes that students are building confidence and developing their appropriate competencies in computing, communication, and analytical thinking.

Definitions: unit – schools and departments in the college; unit leader – department chair or school director.

1) **Syllabi**
   The Syllabi must be submitted electronically to the unit office by the end of the first week of classes.
   The content must comply with all university requirements. Faculty Handbook 2.13
   http://catalog.kennesaw.edu/.

A syllabus checklist and a syllabus template and samples are provided at https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php/.
Additionally, the syllabi must include:

Contact information – official KSU email

Office hours (including virtual hours) are updated each semester

Response time to students' emails - NO MORE than two business days, and clearly define weekend and holiday/break coverage

Mode of instruction (traditional, online, hybrid, primary/hybrid-secondary)

Course Student Learning Outcomes must be approved by the unit

Any pertinent lab information

Approved by the unit textbook information (if applicable)

How the course grade will be determined

Grade appeals policy

Tentative list of topics and tentative weekly schedule with the tentative assessment deadlines. (Please feel free to include "subject to change" in terms of dates or deadlines to allow for flexibility)

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Information on proctored exams if applicable

Calendar – holidays, breaks

Post information about your teaching and research on faculty website
([http://ksuweb.kennesaw.edu/~netid/](http://ksuweb.kennesaw.edu/~netid/) or [http://facultyweb.kennesaw.edu/netid/](http://facultyweb.kennesaw.edu/netid/)) for each
course you teach each semester

Your contact information

Your office hours

Brief overview of your scholarship interest

Abstracts of recent publications and research profiles such as Google Scholar

7) **Full-Time Faculty: "Teaching Breadth" and Planning Requirement**
Faculty members are expected to provide flexibility in course assignments needed to support
our degree programs and meet the needs of our students. The faculty will provide a list of
preferred teaching courses and review this list

developed the course so you may import the content into your course shell. Faculty members using an online course developed by another faculty member cannot change the course more than 10% (otherwise, the course will have to be re-reviewed by KSU). Course content (e.g., video lectures, audio, other learning content) in the master course is expected to be used in good faith and adapted over time in a manner that does not change the structure or organization of the course. Differences between asynchronous and synchronous learning may be(n)6 (r)-2 (et (and2 (et (andc 0 Tv