

Course Syllabi

Faculty members must file the syllabus for each course with their respective Department Chairs and Shirley Groff (who archives the syllabi for the Office of the Provost) at ext 6013 as soon as possible after the beginning of each semester. It should include the following:

1. A clear statement of course objectives. Course objectives help the student and the faculty member to think about desired learning outcomes. They can become a goal for the student to work toward.
2. The names of textbooks, major library reference works, and the titles of any films which will be used.
3. A clear statement of each course requirement. This statement should include expectations for papers, projects, etc., the weight that each requirement has in determining the final grade, and criteria used for grading each requirement.
4. At least a brief content outline of the material to be covered and information about the forms or methods of evaluation that will determine to what extent course objectives are achieved.
5. A clear statement regarding the faculty member's policy for such items as makeup work, absence, time extensions, returning graded papers/tests, and giving feedback to the student about the quality of his/her performance.
6. A clear statement regarding the policy for academic dishonesty.
7. Information concerning the faculty member's availability to students outside of class hours.
8. Information about the faculty member's expectations about student responsibility regarding items like field trips, class participation, and out-of-class time.

Syllabi of 50 pages or less are handed out free in class. A syllabus should be sold in the bookstore if it is more than 50 pages or the class is larger than 100 students and the syllabus is more than 25 pages. Lab manuals are exempt from these guidelines and may be sold through the bookstore. Syllabi and lab manuals may not be sold in class.

Appropriate permission must be gained to use any copyrighted material (see Copyright Request Process). Costs incurred in securing such permission should be incorporated into the price of the syllabus in the bookstore.