

# College of Arts and Sciences

## Course Syllabus Guidelines

Every faculty member who teaches in the College of Arts and Sciences must distribute a syllabus in each of the courses he or she teaches. This must be done during the first week each course meets, either electronically or on paper. Syllabi normally include the following:

1. The course title and number, as well as the location and hours of class meetings.
2. The instructor's name, e-mail address, office location and phone number, and office hours.
3. A statement of the objectives of the course.
4. A statement indicating which General Education or other curricular requirements the course fulfills. (Be sure the course has been approved as fulfilling specific requirements before stating that it does.)
5. A listing of course textbooks and other course materials, and an indication of course requirements (e.g., number of tests during the semester, writing assignments). Useful web sites and other research tools might also be included.
6. A course schedule, including such things as due dates for reading and writing assignments, and test dates.
7. A clear explanation of grading standards and procedures.
8. For 500-level courses, which may be taken for either undergraduate or graduate credit, a statement of the additional requirements for graduate students.
9. Any particular policies the instructor may want to articulate in addition to, or as refinements of, policies stated in the University Redbook, the A&S Dean's Guidelines, the Student Bill of Rights, or other university documents. For example, an instructor may wish to adopt a particular policy concerning attendance, or plagiarism, or test make-up. It is important, of course, that no policy adopted by an instructor be contrary to university policies.
10. A statement that the instructor reserves the right to make changes in the syllabus when necessary to meet learning objectives, to compensate for missed classes, or for similar reasons.

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