

Guidelines for Preparation of a Course Syllabus

School of Music

2024-2025 Academic Year

Please visit the Delphi Center Website for additional information regarding syllabi content and posting: <http://louisville.edu/delphi/resources/syllabus>

Please include on each syllabus:

1. Content Guidelines

Course Name

Course Number

Credit Hours

Term/Year

Location and Times

Catalog Description, Including Prerequisites

Text(s) and Materials and relevant instructions for access

Course Goals and Objectives

Date Syllabus is Prepared

2. Students Learning Outcomes and Expectations

Student Learning Outcomes

Teaching Methods

Course Organization

Technology Expectations

Format of Written Assignments

Email Communication from Instructor

3. Instructor Information

Full Name

Preferred Phone Contact

Campus Email Address

Office Location

Office Hours

Roles of GTAs and GTA Contact Information (*if relevant*)

4. Assignments

Purpose and Description of Assignments, including:

Evaluation Criteria/Rubric

Due Dates

Exam Dates

Final Exam Date (note: Final examinations must take place during Exam Week, as per University policy.)

5. Course Schedule

Weekly Schedule of Class Topics and Assignments

6. Course-Specific Policies

Attendance/Absence

Grading (System and Scale)

Make Up Exams and Assignments

Late/Missing Assignments

Technology Expectations

7. Recommendations

Statement on Student Privacy Rights

Classroom Conduct

Extra Credit

Statement Explaining Available Out of Class Assistance

For Online Courses

Please visit <http://louisville.edu/delphi/resources/syllabus> for additional syllabus recommendations and requirements

Required on Syllabus: University Guidelines and Policies

The links contained within the University Guidelines and Policies section of this page provide a listing of the most current, sample statements an instructor should include in their syllabi.

Title IX/Clery Act Notification

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain **confidential** support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is **not confidential** under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the [Sexual Misconduct Resource Guide](#).

Statement of Accommodations for Students with Disabilities

The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Disability Resource Center (Stevenson Hall, 502.852.6938) for verification of eligibility and determination of specific accommodations.

Academic Dishonesty

Academic dishonesty is prohibited at the University of Louisville. It is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty.

Religious Holy Days and Observances

Federal law and university policy prohibit discrimination on the basis of religious belief. It is the policy of the University of Louisville to accommodate students, faculty, and staff who observe religious work-restricted holy days.

Students: Students who observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' request(s) for adjustments in course work on the grounds of religious observance, provided that the student(s) make such request(s) in writing during the first two (2) weeks of term.

Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodations under these guidelines.

Policy Regarding Notification of Course Modification

The Code of Students Rights and Responsibilities gives students rights of access to course information with reasonable detail on the nature of the course, the course requirements and assignments, and the standards and methods used in evaluating students' academic progress.

Most instructors choose to make this information available in the form of a course syllabus on or before the first or second meeting of the course.

Instructors should establish clear policies and consistent practices regarding the availability and distributions of course information and syllabi in face to face, blended or online course formats. They may distribute or publish course syllabi in hard copy or through instructional tools such as Blackboard, email or other secure electronic means. Hard copy distribution of syllabi may be an instructor's preferred choice in other course formats.

If instructors choose to make changes in assignments, requirements and methods of grading during the semester, the Code of Student Rights and Responsibilities requires that students must be provided that information in writing, including the reasons for modifications. Instructors should state in the syllabus how students will be notified in the event of course modifications.

It is the instructor's responsibility to be familiar and comply with additional [syllabus policies within their school/unit](#).

Time and Credit Statement

Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time

Recommended on Syllabus:

[Sexual Harassment](#)

The University of Louisville strives to maintain the campus free of all forms of illegal discrimination as a place of work and study for faculty, staff, and students. Sexual harassment is unacceptable and unlawful conduct and will not be tolerated in the workplace and the educational environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, even when carried out through computers or other electronic communications systems.

Students and Instructors are protected from Sexual Harassment according to the [Affirmative Action policy](#), the [Student Code of Conduct](#), and the UofL [Computer Account Usage Agreement](#). Anyone experiencing Sexual Harassment should refer to the links above and/or contact the PEACC Program at 852.2663 and an advocate will explain your choices. This is a free and confidential service.

[Inclusivity](#) Statement

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias.

We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences-including race, ethnicity, gender, gender identity/expression, sexual orientation, age, socioeconomic status, disability, religion, national origin or military status-that enrich a vibrant metropolitan research university.

We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining and supporting students, faculty and staff who reflect the diversity of our larger society.

[Important Dates from the University Calendar](#)

For Online Courses

[University Closure](#)

[University Delay](#)

[Internet Outage or Inaccessibility](#)

Helpful Information

[Statement on Use of SafeAssign](#)

Enhancements

Statement on Available Campus Resources:

[REACH](#)

[Libraries](#)

[iTech Connect](#)

[Virtual Writing Center](#)

ADDING A SYLLABUS TO BLACKBOARD

A specific process for uploading a syllabus into Blackboard has been implemented by the Office of the Provost to help ensure compliance with SACS accreditation processes.

- Create your syllabus with the approved file naming convention as described below.
- The syllabus format must be either: .pdf, .doc, .docx, .rtf or .txt The file name may only contain alpha-numeric characters, dashes (-), and underscores (_).
- Periods should only be used in front of file extensions (.docx).
- Spaces should not be used. No other special characters are allowed.
- The file name must contain the word syllabus as a distinct part of the file name as indicated in the format example below:
 - Department abbreviation-Course Number – Section – Term Code (i.e. 4202 is Spring 2020) SW-642-50-4202_Syllabus.docx Or, if you wish to include the course name or other descriptors in the name: Psychopathology-SW-642-50-4202_syllabus.docx