

# GUIDELINES FOR THE PREPARATION OF A COURSE SYLLABUS

All university courses, including applied lessons, special topics courses, and independent studies, must have a course syllabus. **The syllabus must be given to the students at the first class of the semester** and should include course objectives, learning outcomes, content, methods of assessment, grading scheme, and attendance policy.

All syllabi must be on file in the School of Music Dean's Office. Please submit a **hard copy** of the syllabus for each course/applied lesson you teach to **Dr. Naomi Oliphant**, Associate Dean **no later than Tuesday, January 12, 2010**.

A typical syllabus should include, at a minimum:

1. Course name, number, number of credits, term/year, location, and times.
2. Instructor's name, office location, contact phone, e-mail address, and office hours.
3. Catalog description, including prerequisites.
4. Required and recommended textbooks.
5. Goals and objectives of the course. Since we are required by SACS to evaluate student learning outcomes, you may find it helpful for your students to include an outcome statement as part of the objectives. If you are integrating any i2a (Ideas To Action) or Signature Partnership initiatives into your course, please indicate them here.
6. Course content and requirements.
7. Criteria for determination of grade including evaluation methods (e.g., 2 tests/1 research paper or 50% tests/40% paper). Explain and/or expand on research papers, term papers, homework, and special projects. Policy should be included on make-up exams and assignments and on late or missing assignments.

**NOTES:** a) In planning course work, faculty are required to provide students with significant grades and evidence of progress in the course **prior to the official drop date for classes (February 24, 2010)**. The university strongly suggests that syllabi provide for at least one or two assignments to be graded and returned to students prior to the official withdrawal date for the semester. This allows students to receive feedback on their academic progress **PRIOR TO** the posted date to withdraw from a class.

b) The university **will now permit grades of "+" or "-"** at both the undergraduate and graduate levels. The Provost's Office requires that instructors **state in each syllabus any fixed letter-grade/percentile equivalences that they will use** for each valid grade in the system. If the term grades may be set on a scale determined by performance within the course (e.g., "curved"), the principle of the curve (e.g., top 5% will earn A, second 5% A-) should be stated in the syllabus. **Courses offered in multiple sections during a single term should use a common grading system.**

8. Graduate Student Requirements (required for all 500-level courses offered to both undergraduate and graduate students). **If undergraduate and graduate students are enrolled in the same 500-level course**, the Graduate School requires that **graduate students have significantly expanded requirements** than undergraduate students. The same is true for **any course offered at both 500 and 600 numbers. Syllabi should indicate clearly the different requirements for the course levels; please be sure to provide separate syllabi for both undergraduates and graduates taking the same course number.**

9. Technology Expectations. (e.g., Assignments are to be word-processed; continuing and regular use of e-mail is expected, expertise with Finale required.)
10. Date of final examination. (NOTE: Final examinations must take place during Exam Week. It is a university policy that no final examinations may take place during the last week of classes.)
11. Attendance at classes and lessons. An attendance policy is required as part of all course syllabi. The following statement comes from the University catalog:

“Students are expected to attend all classes and lessons. Attendance requirements will be stated in the syllabus. Private lessons missed for any cause other than illness may not be made up. Lessons missed because of illness may be made up provided the instructor is given due notice. Each instructor keeps a record of attendance for all his/her classes. Excessive absences should be reported to the Office of the Dean.”
12. Continuity of Instruction Statement. Indicate how instruction will be handled should there be closure of the university for extreme weather or wide-spread health epidemic.
13. Bibliography.
14. Policy on Academic Dishonesty. Due to the rise of plagiarism in the School of Music, you are advised to include a statement on plagiarism. Faculty should consult Section 5: Academic Dishonesty of the *Code of Student Rights and Responsibilities* found in the university catalog. (A number of faculty require students to sign a statement regarding plagiarism at the beginning of the semester.)
15. Policy on Instructional Modifications. The published university wording is:

“Students with disabilities, who need reasonable modifications to complete assignments successfully and otherwise satisfy course criteria, are encouraged meet with the instructor as early in the course as possible to identify and plan specific accommodations. Students will be asked to supply a letter from the Disability Resource Center to assist in planning modifications.”
16. It is advisable to consider inclusion of the university’s Statement on Student Privacy Rights and the university’s policies on sexual harassment, diversity, and observance of religious Holy Days.
17. Date syllabus prepared.