

Syllabus Inventory

Prompts to consider

Basic Information

1. For instructor and TA(s): name, title, office phone number(s), e-mail address, office location, office hours, preferred mode of contact (email, text, phone, and any limits).
2. Course by number, section, title, number of credit hours, semester and year, meeting days and times, room and building.
3. Required course materials or electronic access: texts, supplies, reserve materials at library, course reference lists and locations where they can be found, access to Blackboard or other web-based course site/support. How will you communicate any course changes or other information to students?
4. Prerequisite course(s), knowledge, and skills.

Course Description and Rationale

1. Course description: What is the nature and structure of the course?
2. Course rationale: Why do people study in this academic area? What are the benefits and practical applications of this course for the student? How does this course fit into the student's overall course of study, curriculum, or general education requirements?
3. Conceptual framework: What are the framing questions, theories, concepts, and key terms in this course?
4. Course goals/expectations/outcomes: What knowledge, competencies, abilities, skills, characteristics, or qualities do you expect students to have at the end of the course?
5. Teaching philosophy: How do your beliefs about the purposes of education influence your expectations for the learning process?
6. Learning activities: Will the students be involved in group and individual work, discussions, case study, lectures, labs/studios, performances, community projects?
7. Course calendar: Planned topics, sequence and anticipated dates, particularly for exams, assignments, and key activities. Why have you arranged the course topics/activities in this order?

Course Requirements, Evaluation, Grading

1. Course assignments: What is the type and purpose of each assignment/project, suggested/required format, research expected, and criteria for evaluation? How will written assignments be submitted: electronically, through Blackboard or other web-based site, or in paper copy?
2. Due dates: What are the deadlines for reading assignments, projects, papers, presentations or exams?

3. Evaluation: How will you assess student progress? Individual or group projects, activities, papers, presentations, exams?
4. Grading: What are the standards, weight, and criteria for each activity or assessment to be included in the final grade? If class participation/engagement is included in the grade, how is it defined?

Course Policies

1. Attendance and class participation/engagement.
2. Missing and late assignments.
3. Classroom civility and other behaviors: cell phones, text messaging, use of laptops, food/drinks in class, etc.
4. Withdrawal, drop, incomplete, pass/fail. See [SU Grading](#) in *Academic Rules and Regulations*, Section 6.0

Note: There is no University standard for conversion of numeric to alpha grades. You may want to consult with departmental colleagues before establishing your grade conversion metric.

5. **Academic Integrity.** Your syllabus should include the following statement:

“Syracuse University’s Academic Integrity Policy holds students accountable for the integrity of the work they submit. Students should be familiar with the policy and know that it is their responsibility to learn about course-specific expectations, as well as about university policy. The university policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same written work in more than one class without receiving written authorization in advance from both instructors. The presumptive penalty for a first offense by an undergraduate student is course failure, accompanied by a transcript notation indicating that the failure resulted from a violation of Academic Integrity Policy. The standard sanction for a first offense by a graduate student is suspension or expulsion. For more information and the complete policy, see <http://academicintegrity.syr.edu>.”

[Insert any course specific expectations, consistent with the Academic Integrity Policy, here]

6. **Students with disabilities/special needs:** Your syllabus should include the following:
If you believe that you need accommodations for a disability, please contact the Office of Disability Services (ODS), located in Room 309 of 804 University Avenue, or call (315) 443-4498 for an appointment to discuss your needs and the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations and will issue students with documented Disabilities Accommodation

Authorization Letters, as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

For more information, see [Office of Disability Services](#)

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