Syllabus Inventory

Basic Information

1. 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. 2. Course by number, section, title, number of credit hours, semester and year, meeting days and times, room and building.

3. 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. 4. Prerequisite course(s), knowledge, and skills.

Course Description and Rationale

1. 1. Course description: What is the nature and structure of the course?

2. 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. 3. Conceptual framework: What are the framing questions, theories, concepts, and key terms in this course?

4. 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. 5. Teaching philosophy: How do your beliefs about the purposes of education influence your expectations for the learning process?

6. 6. Learning activities: Will the students be involved in group and individual work, discussions, case study, lectures, labs/studios, performances, community projects?

7. 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. 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 via email or Dropbox, through Blackboard or other web-based site (such as Turnitin), or in paper copy?

2. 2. Due dates: What are the deadlines for reading assignments, projects, papers, presentations or exams?
3.  1.  3. Evaluation: How will you assess student progress? Individual or group projects, activities, papers, presentations, exams?

4.  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/tracked? See note on letter/numeric grade conversion below.

Course Policies

Attendance and class participation/engagement.

1.  1. Missing and late assignments.

2.  2. Classroom civility and other behaviors: cell phones, text messaging, use of laptops, food/drinks in class, etc.

3.  3. Withdrawal, drop, incomplete, pass/fail. See SU Grading in Academic Rules and Regulations, Section 6.0

Note: The “Grading Chart” included in Academic Rules describes the value of letter grades for the purpose of calculating grade point averages. There is no University standard for conversion of numeric to alpha grades. If you use percentage grading (numeric grades based on 100%), you will need to provide students with an explanation of how grade ranges correspond to grades A-F. You may want to consult with departmental colleagues before establishing your grade conversion metric.

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.

(Add any course specific expectations, consistent with the Academic Integrity Policy)

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

The following sentence is an appropriate addition to the syllabus statement for instructors who want to encourage students to meet with them individually:

You are welcome to contact me privately to discuss your academic needs, although I cannot arrange for disability accommodations.

For more information, see Office of Disability Services

Religious Observances

SU’s religious observances policy is available at http://supolicies.syr.edu/emp_ben/religious_observance.htm

Syracuse University recognizes the diversity of faiths represented among the campus community and protects the right of students, faculty, and staff to observe the holy days according to their tradition.

Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance—provided they notify their instructors before the end of the second week of classes. Students have access to an online notification form through MySlice that they can use to notify their instructors.

MySlice: https://myslice.syr.edu

You should include this information in your syllabus, as well as your expectations for how and when academic requirements will be made up. It is also a good idea to remind students of the notification deadline during the first week of classes.
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