

# Syllabus Inventory

## Basic Information

1. For instructor and any TA(s): name, title, office phone number(s), e-mail address (use <syr.edu>), office location, office hours, preferred mode of contact (email, text, phone, and any limits on how you would like those used).
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, smartphones or “clickers.” How will you communicate any course changes or other information to students? What additional resources or materials do you recommend, if any?
4. Prerequisite course(s), knowledge, and skills.

## Course Description and Rationale

Note: Faculty are encouraged to consult the course catalog description.

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 via email or through Blackboard or other web-based site (such as Turnitin), or in paper copy? (note, if you intend to use Turnitin, you must specifically state how you will use it in the “policies” section of your syllabus).
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/tracked? See note on letter/numeric grade conversion below.

## Course Specific Policies

1. What are your policies for missing and late assignments? Can students make up or reschedule exams? Note: Final examination days and times are assigned by the registrar and cannot be changed. Please note the exam time and your planned use of the session in your syllabus.
2. Classroom civility and other behaviors: cell phones, text messaging, use of laptops, food/drinks in class, etc.
3. Grading: Please consult Section 8.4 of the Academic Rules (Grades: <http://coursecatalog.syr.edu/content.php?catoid=13&navoid=1748>). It 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.
4. Refer students to information regarding their grade in the event of withdrawal, drop, incomplete, or if they are registered for the course on a pass/fail basis. See Grades and Grading Symbols in Academic Rules (Academic Catalog Section 8.4.1).

## University-wide Policies

Your course syllabus should include statements relevant to specific University policies. Each August, the Vice Chancellor and Provost will provide guidance on these policies, as such guidance sometimes changes slightly from year to year. You can review current recommended policy language by visiting links below:

Academic Integrity	Recommended language: <a href="http://class.syr.edu/academic-integrity/syllabus-recommendations/">http://class.syr.edu/academic-integrity/syllabus-recommendations/</a> (includes guidance on the use of Turnitin)
Disability Accommodations	Recommended language: <a href="http://disabilityservices.syr.edu/faculty-staff/syllabus-statement/">http://disabilityservices.syr.edu/faculty-staff/syllabus-statement/</a> (includes optional Diversity & Disability statement)
Faith Tradition Observances*	Policy: <a href="http://supolicies.syr.edu/studs/religious_observance.htm">http://supolicies.syr.edu/studs/religious_observance.htm</a>
Use of Student Academic Work for Educational Purposes*	Policy: <a href="http://coursecatalog.syr.edu/content.php?catoid=13&amp;navoid=1748">http://coursecatalog.syr.edu/content.php?catoid=13&amp;navoid=1748</a>

\* Recommended language is available in University Senate's Syllabus Template (<http://universitysenate.syr.edu/curricula/forms/course-syllabus-template/>)