# Syllabus Guidelines 2011
## Undergraduate Council

A well-constructed syllabus shows students and colleagues that this course is a serious academic undertaking, that faculty have engaged "in reasonable and substantial preparation for the teaching of courses assigned to them… appropriate to the educational objectives sought to be achieved." (PPM 6-316)  A syllabus showing reasonable and substantial preparation would:
1. document that critical duties to students had been met
2. assist Undergraduate Council members in their review of syllabi for General Education and Baccalaureate Degree criteria
3. inform students of course processes, content, and how they may succeed in a course
4. protect the rights and spell out the responsibilities of faculty and students.

## Critical content

| Heading | Comment |
|---|---|
| Course number and title. | |
| Credit hours. | |
| Meeting time(s) & location. | Follow Registrar's guidelines to avoid conflicts with other required courses. |
| Faculty office number, location & hours. | **Expectations regarding minimum office hours vary by department; there is no University of Utah standard.  May be online or "by appointment".**<br>"Faculty members must maintain regular office hours during which they are available for consultation with students or otherwise assure their accessibility to students." PPM 6-316. |
| Course description. | **Use catalog description.**<br>"Faculty members must, at the beginning of a course, give reasonable notice to students of the general content of the course" PPM 6-316. |
| Course objectives. | **Use heading, "At the end of the course, the student will be able to…"**<br>"Faculty members shall engage in reasonable and substantial preparation for the teaching of courses assigned to them, consistent with their scope and nature and appropriate to the educational objectives sought to be achieved."  PPM 6-316. |
| Teaching and learning methods. | **Includes lecture, discussion, seminar, clinical, laboratory, etc.  Some committee criteria contain teaching and learning methods.** |
| Evaluation methods and criteria. | **Methods include exams, presentations, final papers, performances, etc.**<br>**Criteria include the percentage that each method contributes to the final grade (i.e., "midterm = 30%, final = 70%") and the policy for translating performance or points into the final grade (i.e., "grading on a curve", "A = superior handling of the mechanical and conceptual material", or "A > 94%", etc.).**<br>**Make your methods, percentages, and translation policy clear, whatever you choose.**<br>"Faculty members must, at the beginning of a course, give reasonable notice to students of … what will be required of the students, and the criteria upon which their performance will be evaluated."  PPM 6-316.<br><br>Note:  University policy is not uniform regarding grading on attendance:  "The criteria for evaluating student performance must relate to the legitimate academic purposes of the course." PPM 6-316. Grading on participation is more defensible as an evaluation method. |
| Schedule of topics and due dates. | **Allows committee members to assess course content.** |

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| ADA statement. | **Use this statement verbatim.**<br>"The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations. All information in this course can be made available in alternative format with prior notification to the Center for Disability Services." (www.hr.utah.edu/oeo/ada/guide/faculty/) |
| Faculty and student responsibilities. | **Here is one example:**<br>"All students are expected to maintain professional behavior in the classroom setting, according to the Student Code, spelled out in the Student Handbook. Students have specific rights in the classroom as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, beginning with verbal warnings and progressing to dismissal from class and a failing grade. Students have the right to appeal such action to the Student Behavior Committee."<br>"Faculty…must strive in the classroom to maintain a climate conducive to thinking and learning." PPM 6-316.<br>"Students have a right to support and assistance from the University in maintaining a climate conducive to thinking and learning." PPM 6-400. |

# Recommended additions

Department(s) offering course.
. Very important for courses with unique titles or cross-listed courses.

Pre- or co-requisites.
. Essential information for students wondering if they can succeed in the course.
. Important in majors where student learning builds across a series.

Faculty name(s) and rank or professional title or degrees/credentials.
. For faculty who may, for whatever reason, experience negative stereotyping from students, rank, title or degree provides credibility.
. It also provides students with information about who is teaching the course.
. Some disciplines prefer that you list rank (e.g., Jane Doe, Associate Professor). In some disciplines, professional title is preferred (e.g., Dr. Jane Doe, or Professor Jane Doe), while in others, it is the norm to follow your name with degrees and any credentials (e.g., Jane Doe, PhD, FNP).

Faculty phone number(s) and e-mail address.
. Only put the information there if you use the medium. For example, if e-mail is not a very good way to find you, there's no real benefit in listing it.
. If you prefer to only be contacted through Web-CT email, say so there.
. Students often find it helpful if you tell them what method is the best for contacting you.

Text or reading list (includes course materials).
. Use the citation to show the students disciplinary norms for scholarly citations.
. Helpful for review committees unfamiliar with your discipline.
. If you use course materials other that the usual texts or articles, such as videotapes or supplemental packets, describe them and state where they are available.

<u>Wellness Statement</u>.

 .   Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah.  For helpful resources contact the Center for Student Wellness; <u>www.wellness.utah.edu</u>; 801-581-7776.

**Online/hybrid course guidelines**  (Select only those that apply)

 Electronic or equipment failure:

 .   It is your responsibility to maintain your computer and related equipment in order to participate in the online portion of the course.

 .   Equipment failures will not be an acceptable excuse for late or absent assignments.

 Document archiving:

 .   You are responsible for making sure your assignments, including attachments, are received before the deadline.

Naming conventions and software type:

 .   You are responsible for submitting the assignment with the required naming convention, correct file extension, and using the software type and version required for the assignment.

 Late assignments:

 .   Web-CT uses electronic dating to close (the Assignment Drop Box, Postings, and Assessments/Quizzes), so late (Assignments, Postings and Quizzes) cannot be submitted.

 Classroom equivalency:  Discussion threads, e-mails, and chat rooms are all considered to be equivalent to classrooms, and student behavior within those environments shall conform to the Student Code.  Specifically:

 .   Posting photos or comments that would be off-topic in a classroom are still off-topic in an online posting.

 .   Off-color language and photos are never appropriate.

 .   Using angry or abusive language is called "flaming", is not acceptable, and will be dealt with according to the Student Code.

 .   Do not use ALL CAPS, except for titles, since it is the equivalent of shouting online, as is overuse of certain punctuation marks such as exclamation points !!!! and question marks ?????.

 .   Course e-mails, e-journals, and other online course communications are part of the classroom and as such, are University property and subject to GRAMA regulations and the  Student Code. Privacy regarding these communications between correspondents must not be assumed and should be mutually agreed upon in advance, in writing.

Non-Contract Note.

*"Note:  The syllabus is not a binding legal contract.  It may be modified by the instructor when the student is given reasonable notice of the modification. "*

Plagiarism Software Policy  Strongly recommended if you will be using a plagiarism detection software service.

"Your professor may elect to use a plagiarism detection service in this course, in which case you will be required to submit your paper to such a service as part of your assignment."

**Critical Content**

Number and title of course     Present  Partially Present  Absent

Credit hours     Present  Partially Present  Absent

Meeting time(s) and location     Present  Partially Present  Absent

Faculty office number, location & hours   Present  Partially Present  Absent

Course description     Present  Partially Present  Absent

Course objectives     Present  Partially Present  Absent

Teaching & learning methods    Present  Partially Present  Absent

Evaluation methods and criteria    Present  Partially Present  Absent

Schedule of topics and due dates    Present  Partially Present  Absent

ADA statement     Present  Partially Present  Absent

Faculty and student responsibilities    Present  Partially Present  Absent

**Recommended Content**

Department offering course     Present  Partially Present  Absent

Pre- or co-requisites     Present  Partially Present  Absent  Not applicable

Faculty name(s) and rank(s)     Present  Partially Present  Absent

Faculty phone number(s) and e-mail address   Present  Partially Present  Absent

Content overview     Present  Partially Present  Absent

Text or reading list    Present  Partially Present  Absent  Not applicable

Online/hybrid course guidelines    Present  Partially Present  Absent  Not applicable

Non-contract note     Present  Partially Present  Absent

Plagiarism Detection Policy    Present  Partially Present  Absent  Not applicable