

Syllabus Format

1. **Course Identifier:** The header on the first page will list the course prefix, the course number, the course section number, the course title, the semester the course is offered, and Capital University. For example:

Psych 110-01 – Principles of Psychology
Fall Semester 2015
Capital University

2. **Instructor:** The instructor's name, office location, telephone number, Capital University electronic mail address, and office hours will be listed. Full-time faculty members will list a minimum of five office hours per week. For example:

Instructor: John P. Smith, Ph.D., Renner Hall Room 401, Telephone 614-236-5555, Email address jsmith32@capital.edu, Office Hours: Monday, Wednesday, Friday 2:00 p.m. – 2:50 p.m. and Tuesday and Thursday 9:30 a.m. – 10:45 p.m.

3. **Course Meeting Time:** The class meeting time will be clearly stated and will minimally require one hour of classroom or direct faculty instruction each week per credit hour for fifteen weeks or the equivalent amount of time over a different period. Faculty members are expected to meet for the amount of time designated in the syllabus and utilize all scheduled course sessions, including the final examination period. The syllabus also will contain a statement about the work required outside of class: "Students enrolled in this course are expected to engage in a minimum of two hours of out-of-class student work per credit hour per week related to the course."

If the course does not follow a standard class meeting time (e.g., distance education, alternative delivery, hybrid delivery, laboratory work, internships, practica, or other non-standard work), then the syllabus will provide a sufficiently detailed explanation of practices employed to establish equivalence to the minimum required class meeting time and out-of-class work.

4. **Course Description:** The official course description that appears in the *Bulletin* will be reprinted, including the course credit hours and course prerequisites.
5. **Course Goals:** The course's relationship to the university's mission, general education goals, and unit goals will be stated as applicable.
6. **Intended Learning Outcomes and Assessment Plan:** The intended learning outcomes will be clearly stated, aligned with the course level and credit hours awarded and verifiable by the stated assessment plan.
7. **Required Reading:** The required reading will be listed and referenced according to a commonly accepted style for the discipline.
8. **Assignments and Examinations:** The syllabus will describe information about the assignments and examinations and related course activities, including where applicable information about grading rubrics, grade assignment, assessment procedures, in-class and out-of-class work, etc. (Please offer sufficient detail for the reviewer of a course to estimate the amount of out-of-class work required and the level of difficulty.)
9. **Policies:** The syllabus will refer students to more detailed statements of University academic policies, by providing web links or references to the relevant University documents. For example, a syllabus may state: "Students enrolled in this course are subject to all governing University and academic unit policies. These policies contain important information about academic integrity, plagiarism, attendance, drop dates, incomplete grades, grade disputes, refunds, and human dignity. It is the student's responsibility to review these policies that may be found in the following sources: Undergraduate Bulletin or associated graduate

bulletin or unit student handbook, Code of Student Conduct and Academic Integrity, and Student Handbook. See..." In addition to the above general statement, the syllabus will address the following policies:

- a. Course-specific Policies
 - b. A statement regarding the availability of Disability Services, e.g., "Students in this course shall have access to disability services pursuant to the university disability policy found at..."
 - c. A statement regarding the availability of Academic Success Services, e.g., "Students in this course shall have access to academic success services pursuant to the university policy found at..."
10. **Course Calendar:** A tentative course calendar will be printed in the syllabus that includes a chronology of course topics, assignment due dates, and an examination schedule.
11. **Document History:** The last page of the syllabus will include a document history that maintains when the syllabus was reviewed and approved. For example:

Document History: Approved by department faculty 9/13/12