

What Should My Syllabus Contain?



Minimum Requirements [UPS 300.004]

At a minimum, course outlines shall give detailed information on the following matters:

- Faculty information to include office location, telephone number(s), E-mail address, and office hours
- Course information to include course name, course number, course objective, text(s), and learning goals
- Grading standards and criteria to include a statement indicating whether or not +/- grading will be used
- Grading policy to include examinations dates, "make up" policy (if any), required materials and equipment, penalties for academic dishonesty, and attendance policy
- Class assignments to include papers (number, length, due dates, etc.), required projects (group/individual), and calendar of topics
- Extra credit options (if any). Such options shall be available to all students on an equitable basis

Additional Requirements Depending on the Nature and Type of Course

General Education Courses [UPS 411.201]

- A statement of the specific General Education requirement(s) that the course meets
- An inclusion of the learning goals for the General Education category or categories in which the course carries credit
- Courses in Oral Communication (I.A.), Written Communication (I.B.), Critical Thinking (I.C.) and Mathematics (III.A.1) shall include a statement that "A grade of "C" (2.0) or better is required to meet this General Education requirement. A grade of "C minus" (1.7) or below will not satisfy this General Education requirement."
- An indication of the way in which the General Education writing requirement shall be met and assessed

400-level Courses Used on Graduate Study Plans [UPS 411.100]

- Evidence that graduate students must complete at least one additional assignment beyond the requirements of undergraduate students in the same course. In their written and oral performance of the course, graduate students must demonstrate quality higher than that expected of an undergraduate.

Online Distance Learning Courses [UPS 411.104]

- How online participation will be assessed and graded (e.g. participation in chat sessions, frequency of Website access, postings, etc.)
- Whether and how the instructor will track student online activities, for example maintaining a copy/log of online discussions and chat sessions, etc.
- Office/contact hours (including how quickly the instructor will respond to email questions and online assignments; how often the instructor will be online; and alternate communication options)
- Appropriate online behavior ("Netiquette")
- Technical competencies expected or required of the students
- Minimum computer hardware and software specifications, and course Website access requirements
- Whom to contact in case of technical problems
- Alternative procedures for submitting work, in the event of technical problems
- On-campus meeting requirements
- Academic honesty

Courses with Academic Field Trips [UPS 420.105]

- Make any field trip a component of the course requirements and include it in course syllabus
- Inform and discuss with students the known risk associated with the field trip
- Collect signed *Academic Field trip Waiver of Liability* and *Hold Harmless Agreement* for each field trip participant. The student must also sign the *Academic Field Trip Participant List*.

- Carefully review and follow UPS 420.105, Guidelines for Academic Field Trip, or visit <http://ehs.fullerton.edu>

Service-learning Courses [UPS 411.600]

- Service-learning activities must be described in the course syllabus. Course must provide structured opportunities, including writing assignments, for students to reflect on the connections between their service experiences and the course objectives.
- Carefully review guidelines in UPS 411.600, Policy on Service-Learning.

Optional Elements

- Prerequisites for the course
- Space for names and telephone numbers of at least two classmates
- Date and time of final exam [Class Schedule; UPS 300.005]
- Policy regarding withdrawals [UPS 300.016 and UPS 300.018]
- Policy regarding incompletes [UPS 300.017]
- Policy regarding missed instruction due to university sponsored activity [UPS 300.019]
- Reading assignments with due dates
- Computer competencies required [UPS 320.030]
- Rules about the use of cell phones and "beepers"
- Rules about disruptive behavior

Meeting University Expectations

- Course outlines must be provided to students in writing or electronic format within the first full week of classes. [UPS 300.004]
- Within the first full week of classes, the faculty member shall provide a printed copy of the course outline to the department chair. [UPS 300.004]
- After distribution of course outlines to students, major assignment or course requirement changes (e.g., additional term papers or examinations) must be announced to students with a reasonable timetable for completion. [UPS 300.004]
- Faculty shall not be bound to adhere to their course outlines on a strict day-to-day basis, but should follow their outlines as much as is reasonably possible. [UPS 300.004]
- Course outlines shall be compatible with approved course proposals on file in the Office of Academic Programs, and with course descriptions in the University Catalog. [UPS 300.004]

- Final examinations, if requirement, will be give at times scheduled by the university. An instructor may not shorten the academic semester by scheduling an in-class final examination before the week scheduled for final examination. [UPS 300.005]
- When the final examination is to be a take-home examination, it shall be due no earlier than the day scheduled for the final examination in that class. [UPS 300.005]