

Preparing a Syllabus for a New Course Proposal

School of Liberal Arts syllabi should clearly outline course goals, expectations, requirements and policies, and should apprise students of important academic resources on our campus.

Please use this syllabus checklist to assist you in developing your syllabus. Syllabi missing any of the elements listed may not be approved until they have been revised appropriately.

Syllabus Contents

A. Information about the instructor

1. Instructor's name; office number; telephone number; and office hours

B. Course Information

1. Course number, section, title, location, credit hours
2. Required text(s), including author(s), title(s); and edition(s)
3. Course description and/or objectives, including connections to the Principles of Undergraduate Learning.
4. Prerequisites and/or co-requisites, or additional enrollment restrictions or authorizations (e.g., Instructor's signature)

C. Class Schedule Information

1. For the date of each class meeting (or announced well in advance):
 - a. Specify: the subject matter/topics to be covered
 - b. Pre-class readings
2. Assignment due dates, e.g., homework, quizzes, papers, etc. (preferably highlighted)
3. Examination dates (preferably highlighted)

D. Grading Information

1. Course requirements (exams, quizzes, projects, papers, presentations, class participation, etc.)
 - a. Proportion each requirement counts toward the final grade
2. An explanation of how the class participation will be evaluated (if class participation is part of the final grade)

3. A grading scale or other method of assigning grades

E. Other Policies

1. Policies regarding late work and make-up examinations
2. A statement regarding academic integrity (i.e., a plagiarism statement)
3. Attendance policy (clear statement of attendance policy and how it is related to the course grade)
4. A statement regarding innovative class procedures/structures, such as cooperative learning exercises, service learning components, panel presentations, case study methods, class journals, etc.
5. A liability warning: Students should be warned that, ultimately, they are responsible for activity on their computer accounts
6. A statement regarding Adaptive Educational Services.

Below we have provided sample statements that you may wish to incorporate into your syllabus:

Plagiarism is the violation of academic expectations about using and citing sources. *The Indiana University Code of Student Rights and Responsibilities* (available in CA 401) explains institutional penalties for plagiarism, or you may visit <http://www.jaguars.iupui.edu/handbook/2002/academicmisconduct.html> for more information. These IUPUI policies will be enforced.

Adaptive Educational Services (AES) provides accommodations for students with special challenges or disabilities that may affect their classroom performance. If you are eligible you may register with AES by calling 274-3241. Visit <http://life.iupui.edu/aes/index.asp> for more information.

Disruptive students may face disciplinary action according to University policy. Visit <http://www.jaguars.iupui.edu/handbook/2002/academicmisconduct.html> for more information.

Withdrawals must be initiated with a signed schedule adjustment form. See <http://registrar.iupui.edu/withdraw.html>, the Schedule of Classes, or the Campus Bulletin for more information.

Incompletes are rarely given, and then only if at least 75% of the work has been completed at a passing level, and extreme circumstances prevent completion of the remaining work. For more information, see <http://registrar.iupui.edu/incomp.html>

Student Advocate Office: The Student Advocate Office will answer your questions, direct you to the appropriate departments and people, familiarize you with university policies and procedures, and give you guidance as you look at ways to solve problems and make choices. For more information, visit them in UC002 or contact them at 278-7594, at stuadvoc@iupui.edu, or at <http://www.life.iupui.edu/advocate/>

CAPS: If you find that life stressors are interfering with your academic or personal success, consider contacting Counseling and Psychological Services (CAPS). All IUPUI students are eligible for counseling services at minimal fees. CAPS also performs evaluations for learning disorders and ADHD; fees are charged for testing. CAPS is located in UN418. For more information, see the CAPS web-site at: <http://life.iupui.edu/caps/> or call them at 274-2548.

University Writing Center: The UWC provides free assistance to students at any stage of the writing process. Please visit them for friendly advice about your writing assignments. Call 274-2049 or stop by CA 427 to make an appointment. Visit them online at <http://www.iupui.edu/~writectr/>

Diversity: In our classroom we will accept and respect individual differences, seeking to foster an appreciation of diversity. Students are expected to respect other students and their opinions regardless of race, ethnicity, gender, age, religion, or sexuality.