

A course syllabus has two primary functions: (1) to serve as a **contract** between the instructor and the students; and (2) to **inform** the students of the course's overall subject matter and specific topics that will be covered. With respect to (1), the syllabus should clearly state the **requirements** that students are expected to meet that will impact their final course grade. Regarding (2), the syllabus is the first tool by which the instructor begins a **conversation** with students concerning the various topics, issues, problems, or questions that the instructor will raise, or anticipates being raised by the students, throughout the semester.

The syllabus's primary audience is the **enrolled students** in the course. The instructor may thus write their syllabus – particularly the course description and learning objectives – in an **engaging** fashion. The syllabus' language, however, should also be **clear** and **professional**, particularly insofar as the syllabus may be made **publicly** available through an instructor's or an institutional web-page. A course syllabus thereby represents not only an individual instructor, but also the IU School of Liberal Arts and IUPUI. Each syllabus should thus be carefully edited and proofread for typographical or grammatical mistakes.

The following **template** is intended to show all the required elements that ought to be included in a syllabus for an undergraduate course taught in the IU School of Liberal Arts at IUPUI. Where specific language is required or recommended by school or campus policy, it is included along with a hyperlink [hyperlinks will be updated on this template if they change in the future.] Instructors are **not** required or expected to utilize the exact format of this template, but they are welcome to do so if they wish.

Please check this template as you draft your syllabi for each semester in case there are any updates to the required or recommended elements, language, or hyperlinks.

## **[Course Number/Section and Title]**

**Instructor:** [Name/Title] [Email Address] [Office Phone #]

**Office Hours:** [Time] [Location]

**Class Meeting:** [Time] [Location]

**Course Description:** [Instructors may utilize the official course description from the IUPUI Bulletin (<http://bulletin.iupui.edu>) or write their own description tailored to this particular section of the course.]

**Learning Objectives:** [Instructors should clearly outline the expected learning outcomes from the course. This section may be introduced by the phrase, “By the end of the semester students should be able to...”]

### Principles of Undergraduate Learning (PULs)

The PULs form the conceptual framework for the general education of IUPUI students. The main PUL for this course is [...].\* For a complete list of the PULs please visit:

<http://www.iport.iupui.edu/selfstudy/tl/puls/>

\* N.B. Some courses may have secondary or even tertiary PULs, which should also be noted after listing the main PUL: “The secondary PUL is [...]”

**Course Requirements:** [List all required assignments (exams, quizzes, papers, presentations, etc.) which will factor into students’ final grade for the course. Percentage values for each assignment, as well as attendance if it impacts the final grade, should be noted.]

**Texts:** [List all required texts with complete bibliographic information; also list, under a separate heading, any further “recommended” texts.]

**Course Policies:** [Although instructors have the freedom to establish their own policies with respect to the following items, such policies should be explicitly stated on every syllabus.]

### Grading

[The standard grading scale utilized by the IUPUI Registrar can be found at:

<http://registrar.iupui.edu/gradecover.html>. Note that instructors have the option whether to utilize +/- grades, but the impact of the grading scale on students’ GPA should be kept in mind.]

### P/F, W, I Grades

[Institutional and instructors’ policies regarding these grades should be noted. Please consult the IUPUI Registrar: <http://registrar.iupui.edu/gradecover.html>]

### Attendance

[Instructors may establish their own attendance policy, but any conditions that impact a student’s final course grade should be clearly explicated.]

### Make-up Exams

[Instructors may establish their own policies with respect to missed in-class exams.]

### Late Assignments

[Instructors may establish their own policies with respect to late written assignments.]

**University Policies:** [IUPUI policy requires that the following items, with hyperlinks, be included on every course syllabus.]

### Academic Integrity

Please refer to the IUPUI Student Code of Conduct: <http://www.iupui.edu/code/> for information regarding penalties and procedures in cases of academic misconduct: cheating, plagiarism, etc.

[Instructors may augment this section with a statement of the specific penalties that may be applied in cases of academic misconduct in their course.]

### Administrative Withdrawal

A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. Keep in touch with me if you are unable to attend class or complete an assignment on time. If you miss more than half our class meetings within the first four weeks of the semester without contacting me, you will be administratively withdrawn from this section. Our class meets [once/twice] per week; thus if you miss more than [two/four] classes in the first four weeks, you may be withdrawn. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.

### **Resources for Students:**

#### Student Advocate

The Student Advocate Office is located in the Campus Center, Suite 350, and can be contacted by phone at 278-7594 or email at [stuadvoc@iupui.edu](mailto:stuadvoc@iupui.edu). For more information, visit the Student Advocate website at <http://www.life.iupui.edu/advocate/>

#### Adaptive Educational Services

Students needing accommodations because of physical or learning disabilities should contact Adaptive Educational Services, Taylor Hall (UC), Room 137: <http://aes.iupui.edu/>

#### Counseling & Psychological Services

Students who wish to seek counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at [capsindy@iupui.edu](mailto:capsindy@iupui.edu). For more information, visit the CAPS website at <http://life.iupui.edu/caps/>

**Schedule of Assignments:** [List here the due dates for reading and writing assignments, as well as noting any days when the class will not meet as regularly scheduled due to campus holidays. Please consult the IUPUI Academic Calendar: <http://registrar.iupui.edu/accal.html>]

[The following sentence is recommended so that instructors have the freedom to change the schedule of assignments as the semester progresses: “The above schedule and procedures are subject to change in the event of extenuating circumstances.”]