



SUBJECT: COURSE SYLLABUS

PURPOSE: To provide uniform guidelines to faculty in the development of course syllabi.

POLICY:

1. By the second class meeting, all course instructors, including adjunct and temporary faculty, will provide course information (syllabi) for distribution to students. A copy of the syllabus for each course should be submitted to the Department Chair by the second week of classes. Each course syllabus will be kept on file for one year in the Department Office. Faculty are encouraged to post syllabi to the internet.
2. Faculty members must include the minimum information below for each course. However, they may adapt course syllabi to specific needs of each course and to their own style.
 - A. Course information: title, catalog number, description, pre-requisites, if any;
 - B. Meeting time and location: days of the week, time of day, and where the course meets;
 - C. Instructor information: instructor's name, office (room) number, office hours, and telephone number, and e-mail address;
 - D. Course objectives/learning outcomes: measurable objectives of the course;
 - E. Required and recommended texts;
 - F. References (library reserve and supplemental information);
 - G. Instructor's policies on late assignments and/or makeup work;
 - H. Examinations and papers: descriptive information about exams and papers (e.g., type and frequency);
 - I. Grading policy: description of how grades will be determined;
 - J. Attendance policy: description of attendance policy (Sample text: Regular attendance is required at all class meetings.);
 - K. Required extra- or co-curricular activities, if applicable;
 - L. Statement of safety or risk assumption in courses requiring laboratories, physical activity, or field trips, if applicable;
 - M. Statement of fees (e.g., equipment or facility rentals, field trip costs, etc., if applicable);
 - N. Academic integrity policy: (Sample text: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.);



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- O. ADA statement: description of disability accommodation. (Required text: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.);
- P. Emergency Management statement: In case of emergency, the University's Emergency Notification System (ENS) will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the *mySUU* portal. In addition, students are encouraged to familiarize themselves with the Emergency Response Protocols posted in each classroom. Detailed information about the University's emergency management plan can be found at <http://www.suu.edu/ad/facilities/emergency-procedures.html>
- Q. The final disclaimer statement on each syllabus: (Required text: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.)

Optional additional items:

- A. Course organization and scope.
- B. Schedule of reading assignments and homework due dates.
- C. Instructor's policies on objectionable materials: notification procedures of course content that may be deemed objectionable by some students.
- D. Description of additional information unique to the class or instructor.

SAMPLE SYLLABUS TEMPLATE

SYLLABUS

Course name, Number, Section

Meeting days, time and location

Date or semester

The URL of your course website, if any

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SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.36
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FACULTY INFORMATION:

Your Name
Home and/or Office Telephone Number(s)
Office Address
Office Hours
Your E-mail Address

COURSE DESCRIPTION:

REQUIRED TEXT(S): Titles, authors, and editions

RECOMMENDED TEXT(S): Titles, authors, and editions

REFERENCES: Titles on library reserve and supplemental information

COURSE OBJECTIVES/LEARNING OUTCOMES: Measurable objectives of the course

TENTATIVE SCHEDULE OF ASSIGNMENTS AND ACTIVITIES:

COURSE REQUIREMENTS: