

ECoS CHECKLIST FOR SYLLABUS CONTENT

A syllabus is a roadmap that students follow in order to be successful in a course. Please take note that the Eberly College of Science expectation is that syllabi will be available to students no later than the first day of class. Faculty Senate Policy (43-00):

<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/>

requires that a written (paper or electronic) syllabus must be given to students on or before the first day of class. A thorough syllabus should contain the following items:

Basic Course Information

- Course Id, Name, Number/Section
- Instructor Information
- Full Name
- Title
- Office Location
- Office Phone
- Office Hours and how to arrange a meeting at times not regularly scheduled
- Home Phone (optional)
- Office Fax
- Email Address
- Web site (if available)
- Prerequisites (courses, skills, experience)
- Class Location(s) and Time(s)
- Lab Locations(s) and Time(s)
- Texts, Readings, Materials, Web Site(s) (indicate what is required and optional)

NOTE: Changes to the syllabus must be distributed in writing (paper or electronic form). Although not required, a syllabus “subject to change statement” is recommended.

Course Goals and Objectives

- Explicit statement(s) about intended outcomes for the course.

Methods for Learning and Teaching

- Method(s) of course delivery (e.g., traditional lecture, Student Centered Discussion, on-line discussion etc.) are clearly described.
- Student responsibilities are described (e.g., student will need to use Canvas to post assignments, student will use First Class for discussion etc.).

Required Course Materials

- Textbooks, packets etc.

Course Calendar and Schedule

- The calendar/schedule clearly illustrate the time and date requirements for topics, readings, assignments, exams, projects, special activities, etc.
- The drop/add dates for the semester. This information is found using the Academic Calendars tab on the Registrar's webpage, http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm

Course Requirements

- Required activities (e.g., assignments, projects, class attendance, in-class participation etc.) are clearly designated and described.
- When applicable, all required technology components are clearly described.

Course Policies

- Grading
- All components and weights are clear.
- Policies for missed projects/assignments are provided.
- Exam weights are clear.
- Policies for make-up quizzes and exams are addressed.
- When applicable, policies for extra credit is given are clear.
- Attendance
- If class attendance is required, the policy for missed classes is clear.
- Any policy regarding lateness is clear.
- Lab Policy
- ECoS Code of Mutual Respect and Cooperation:
science.psu.edu/climate/support-and-resources/code-of-mutual-respect-and-cooperation

Course Resources

- Location and full descriptions of any additional or optional materials is provided.
- Basis for grades, as detailed as possible
- Examination Policy
- Evening examination schedule, if necessary
- Academic Integrity Statement
- Changes to the syllabus shall be distributed in writing. Although not required, a syllabus "subject to change statement" is recommended.

Academic Integrity Considerations

- Make sure the students understand the importance of academic integrity
- Make sure your students know you are committed to academic integrity
- Make sure your students know what is constituted as cheating
- Make sure the language you use when addressing academic integrity does not contradict University or ECoS policy/procedures:
<http://science.psu.edu/current-students/Integrity/Policy.html>
- Make sure you are clear on the rights and responsibilities guiding how you will respond to cheating
- Make sure you emphasize all the forms of assistance and guidance students have to be successful in your course

Faculty Senate Requirements With Links to Recommended Statements:

<http://senate.psu.edu/faculty/syllabus-statement-examples/>

The Faculty Senate *requires* that the syllabus contain:

- Academic Integrity Statement. (link and suggested language: see link above and also ECoS link here <http://science.psu.edu/current-students/Integrity/Syllabi.html>)
- Disability Statement: The Commonwealth College has a disability statement developed for inclusion. (suggested language: see link above)
- Link and Statement for Report Bias: (suggested language: see link above)
- Link and Statement for Mental Health Services: (suggested language: see link above)

Please note that faculty may make adjustments to syllabi, but these must be provided to all students in writing (paper or electronic form).