

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. 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)

Course Goals and Objectives

- Explicit statement(s) about intended outcomes for the course. (See the accompanying documents on the development of learning objectives and course goals.)

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 ANGEL to post assignments, student will use First Class for discussion etc.).

Course Calendar and Schedule

- The calendar/schedule clearly illustrate the time and date requirements for topics, readings, assignments, exams, projects, special activities, etc.

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.
- Academic Integrity Statement (suggested language: <http://science.psu.edu/current-students/Integrity/Syllabi.html>) see considerations below:
 - 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://dus.psu.edu/handbook/integrity.html>, <http://www.psu.edu/ufs/policies/47-00.html>, <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
- Lab Policy
- ECoS Code of Mutual Respect and Cooperation (suggested language: <http://science.psu.edu/climate/code-of-mutual-respect-and-cooperation>)

Course Resources

- Location and full descriptions of any additional or optional materials is provided.

The Eberly College of Science expectation is that syllabi are available to students no later than the **first** day of class. Faculty Senate Policy (43-00) *requires* that in addition to course content and course expectations, the following information *must* be provided in the first ten calendar days of the course:

- 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.

Faculty Senate Recommendations and Requirements

The Faculty Senate *requires*, that the syllabus contain:

- Disability Statement. The Commonwealth College has a disability statement developed for inclusion. (suggested language: <http://equity.psu.edu/ods/faculty/syllabus-statement>)

Course Climate and Inclusivity

Personalization of your syllabus is highly recommended. Making it personal allows your students to meet you and to understand why you think your course goals are important. You want your students to connect to you and to your course. Remember the syllabus is your contract with your students and most often it is your first interaction with them.