

Recommendations for the Creation / Revision of  
Guidelines for Syllabi submitted to the  
University Curriculum Committee

Submitted

January 26, 2007

The subcommittee to revise the guidelines for syllabi submitted to the University Curriculum Committee was created to address recent concerns with the content and structure of the syllabi submitted to the UCC. Two primary concerns were expressed in discussions: i) the page limit appeared to be overly restrictive and ii) there were no clear guidelines for the content required by the UCC to allow a fair evaluations of the course. The charge of the subcommittee was to restrict its guidelines to syllabi submitted to the UCC only.

One problem with the current UCC requirement is a two-page limit on the length of the syllabus. Often the space constraints do not allow all of the information to be presented or require that it be presented in abbreviated form making evaluation of the course by the UCC difficult. The subcommittee agreed with the observation that the page limits were likely instituted many years ago to conserve the amount of paper consumed. With the use of digital media, these concerns are no longer valid. **The subcommittee recommends removing the limit on the number of pages in submitted syllabi.**

A second problem was the lack of established guidelines for information required by the UCC. The lack of guidelines left individual colleges and units to interpret syllabus requirements differently which led to the variation observed in submitted syllabi. This issue can be addressed simply by creating a set of guidelines.

The following document is submitted as the committee's recommendations for establishing the guidelines syllabi submitted to the University Curriculum Committee for consideration. The guidelines list all of the information required by the UCC to make an informed decision about the inclusion of the course in the undergraduate curriculum. There is no page limit on the size of the syllabus. **The subcommittee recommends the adoption of the attached set of guidelines for all syllabi submitted to the UCC for evaluation.**

In addition to guidelines, the document also contains a sample syllabus. Please note that the sample syllabus is provided as an example only and is not meant to serve as a template for submissions to the UCC. A large number of variations are possible in which the information requested in the guidelines can be provided in the syllabus.

Necessary Components of Course Syllabi for  
Evaluation By the University Curriculum Committee

- Basic Information about the course
  - Course Name or Title
  - Course Number and Section
- Basic Information about Instructors
  - Instructor(s) name,
  - Instructor's office,
  - Specification of office hours or availability
  - Office phone number
  - E-mail contact information
  - Course website (optional)
- Specification of course materials
  - Required Texts or other materials
  - Supplementary texts or other materials (optional)
- General Description of Course
  - This section should provide a broad overview of the course including the topics to be covered.
- Description of course objectives
  - This section should also provide a description of course objectives for students in terms of what students will know or be capable of doing by the end of the class.
- Description of course structure or topics
  - This section should provide a more specific description of the topics and/or activities to be covered throughout the semester. A weekly listing of topics or activities has been the most common method for meeting this requirement. Please note that the listing of topics by week is not required.
- The manner and schedule of examinations and other assessments
  - This section should specify the manner in which a students' grade will be determined in the course including how points will be earned and how letter grade assignments will be made. In addition, this section should specify the nature and schedule of assessments such as papers, tests, or other methods of assessing student progress in the course.
- ADA Statement
  - A statement informing students of their rights under the Americans with Disabilities Act. For example, "The Department of \_\_\_\_, in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making accommodations for students with disabilities. Please present your written accommodation request to your instructor during the first week of class."
- OPTIONAL SAFETY STATEMENT
  - A statement informing students that the course has been evaluated for safety issues and the category to which the course has been assigned. Per policy, Category 2 & 3 courses are required to submit a Course Safety Form to the UCC along with the other forms and the syllabi.

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**SAMPLE SYLLABUS**  
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This document is intended to serve as an example and not a template. The information requested above can be presented in any form or variation on a syllabus.

XXXX 9999.009 – Course Title  
COURSE SYLLABUS  
Fall 2006

**Instructor information**

Instructor Name  
Department Name  
Building Name – Room Number  
Phone: 940-555-5555  
e-mail: [address@domain.edu](mailto:address@domain.edu)  
Course Website: optional

**Teaching Assistant    Optional**

**Office Hours**

Hours and Days

**Course Texts**

Specify course text(s) and other materials here.

**Course Overview**

This course is designed to introduce the student to..... The content of the course is designed to give the student ...; etc.

**Course Objectives**

Upon completion of the course, students will be able to:

- define and provide examples of .....
- identify examples and nonexamples of .....
- describe the mechanisms of .....
- perform.....

**Methods of Assessing progress**

This section should describe the assignments, examinations and other activities that will determine the student's letter grade in the course.

**Method of letter grade assignment**

This section should describe how letter grade assignment is to be carried out. E.g., 90% of total points or greater earns an 'A' and so on.

## COURSE CONTENT AND SCHEDULE

<u>Date</u>	<u>Topic</u>	<u>Reading</u>
29-Aug	Introduction	
31-Aug	.. Topic	1
5-Sep	.. Topic	2
7-Sep	.. Topic	3
12-Sep	.. Topic	4
14-Sep	.. Topic	4
19-Sep	Wrap Up + Review	
21-Sep	. <b>TEST Chs. 1, 2, 3, &amp; 4</b>	
26-Sep		5
28-Sep		6
3-Oct		7
5-Oct		8
10-Oct		8
12-Oct		8
17-Oct	Wrap Up + Review	
19-Oct	. <b>TEST Chs. 5, 6, 7, &amp; 8(+ readings)</b>	
24-Oct		9
26-Oct		10
31-Oct		11
2-Nov		11
7-Nov		12
9-Nov		12
14-Nov		12
16-Nov	Wrap Up + Review	
21-Nov	. <b>TEST Chs. 9, 10, 11, &amp; 12</b>	
23-Nov		13
28-Nov		14
30-Nov		15
5-Dec		15
7-Dec		Reading – TBA
12-Dec	Wrap Up + Review	
14-Dec	. <b>FINAL EXAM (Chs. 1 – 15)</b>	

ADA Statement: The Department of \_\_\_\_\_, in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request to your instructor during the first week of class.