Syllabus Guidelines

Each course syllabus must include the following:

1. Basic Course Information

- Course Prefix, Number, and Title
- Credit hours and format (e.g., lecture, lab, studio, hybrid, online, etc.)
- Semester and year offered
- Class meeting days/times and location(s)

2. Instructor Information

- Name, title, office location, and contact information
- Office hours (include modality: in-person, Teams, etc.)
- Preferred method of communication and expected response time

3. Course Description

- Catalog description
- Prerequisites and/or co-requisites
- Any course fees or special materials required

4. Required Texts and Materials

- Full citations of required texts/readings (title, author, edition, publisher)
- Supplementary readings, software, materials, or equipment
- Any access codes, subscriptions, or lab fees
- Indicating "TBA" or "See Canvas" is **not sufficient**

5. Course Learning Outcomes / Objectives

- Clearly stated, measurable outcomes aligned with program and institutional goals

6. Course Format and Teaching Methodology

- Instructional format (e.g., lecture, seminar, critique, project-based)
- Teaching strategies (e.g., discussion, collaborative work, experiential learning)

7. Assignments and Grading

- Description of major assignments and projects
- Methods of assessment and evaluation
- Grade breakdown and scale (e.g., A = 90–100, B = 80–89, etc.)

- Late work, makeup work, and extra credit policies

8. Tentative Course Schedule

- Weekly or unit-based schedule
- Topics, readings, assignment due dates, exams, critiques, or field trips
- Clearly marked changes for holidays, breaks, or adjusted meeting times

9. Cognate Requirement (if applicable)

- For 4000/6000-level cross-listed courses:
  - Clearly defined **additional expectations** for graduate students
  - Differentiate in readings, assignments, or depth of analysis

10. Institutional Policies and Resources

Include required institutional language (you may provide direct links or embed full text where needed):

- **Generative AI statement**
- **Academic Integrity / Plagiarism Policy**
- **Disability Resources and Services (DRS)** statement
- **Title IX / Sexual Misconduct** policy and resources
- **Student Code of Rights and Responsibilities**
- **FERPA** and communication protocol
- **Attendance Policy** (especially for financial aid and federal compliance)
- **Technology Requirements and Support** (e.g., Laptop, Software, Canvas, UM3D, IT HelpDesk info)
- **Emergency Procedures** or campus safety links

11. Student Success Resources

(Optional, but highly encouraged)

- Advising and academic support (e.g., Academic Coaching, Writing Center)
- Mental health resources (e.g., Counseling Center)
- Food pantry or emergency support services
- Library and research support

12. Flexibility Clause

- A brief note that the syllabus is subject to change with appropriate notice