



Syllabus Checklist

- Course Information
 - Course Name, Number & Section
 - Class Meeting Time
 - Class Meeting Place

- Contact Information
 - Your Name & Title
 - Office Number/Building
 - Your Office Hours
 - Office Phone & Fax Number
 - Email Address

- Material
 - Readings/Texts
 - Email Account
 - Course packs

- Course Description
 - Goal/Rationale of the course:
 - How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline (where it fits into the overall intellectual area);
 - type of knowledge and abilities that will be emphasized;
 - how and why the course is organized in a particular sequence.
 - Learning Objectives:
 - What the students will gain from your course.

- Teaching Philosophy – What is your approach for teaching this course? What do you think students should do to best benefit from the course? You may include your expected teaching methods and a statement regarding students' responsibility for learning and your responsibilities as their instructor.

- Student Responsibilities
 - Participation
 - Homework
 - Other daily responsibilities
 - Projects- including information on group processes
 - Tests/Exams

- Course Content & Outline (may be in the form of a course calendar)
 - Class Meeting Dates
 - Holidays/Other non-meeting dates

- ❑ Major Topics
- ❑ Due dates for readings, assignments, tests, projects etc.

- ❑ Grading Method & Scale: A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit! You may include format, number, weight for quizzes and exams, descriptions of papers and projects as well as how they will be assessed and the overall grading scale and standards.

- ❑ Essential Policy Information (Accompanying each item should be a statement on how each will impact on grades.)
 - ❑ Attendance/lateness policy

When attendance/participation is considered as a part of the grade for the course, the Faculty Senate requires the following language be included as a part of the attendance policy regarding excused absences.

“Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.”
 - ❑ Policy for late work
 - ❑ Policy for missed tests
 - ❑ Policy for extra credit
 - ❑ Florida State Honor Code

The Faculty Senate suggests:

“Students are expected to uphold the Academic Honor Code published in The Florida State University Bulletin and the Student Handbook. The Academic Honor System of The Florida State University is based on the premise that each student has the responsibility (1) to uphold the highest standards of academic integrity in the student's own work, (2) to refuse to tolerate violations of academic integrity in the university community, and (3) to foster a high sense of integrity and social responsibility on the part of the university community.”
 - ❑ ADA Policy: Suggested language from the Faculty Senate includes:

“Students with disabilities needing academic accommodation should; (1) register with and provide documentation to the Student Disability Resource Center; (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class. For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center, Dean of Students Department
 108 Student Services Building
 Florida State University
 Tallahassee, FL 32306-4167
 (850) 644-9566 (voice), (850) 644-8504 (TDD)
SDRC@admin.fsu.edu, (This syllabus and other class materials are available in alternative format upon request.)

- ❑ Syllabus Change Policy: Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University."

(Florida State University Academic Honor Policy, found at <http://dof.fsu.edu/honorpolicy.htm>.)

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