SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.36
Date Approved: 03/22/02
Date Amended: 02/01/13
Reviewed w/no Changes:
Office of Responsibility: Prov
Page 1 of 7

SUBJECT: COURSE SYLLABUS

I. PURPOSE: To provide uniform guidelines to faculty in the development of course syllabi and to assist faculty with identifying the resources and relevant policies supporting course syllabi and curriculum development.

II. REFERENCES

SUU Policy and Procedure 6.8 Development and Revision of Curriculum

SUU Policy and Procedure 6.8.2 Undergraduate and Graduate Curriculum Development and Revision

SUU Policy and Procedure 6.8.3 General Education Committee

SUU Policy and Procedure 6.28 Faculty Professional Responsibility

SUU Policy and Procedure 6.33 Academic Integrity

SUU RESOURCES FOR LEARNING OUTCOMES:

The Essential Learning Outcomes (ELO) for SUU:
https://www.suu.edu/academics/provost/pdf/elo-full-definitions.pdf

Writing Learning Outcomes
http://suu.edu/academics/provost/pdf/expected-learning-outcomes-1.pdf

SUU E-Catalog General Education and Experiential Education Outcomes:
http://catalog.suu.edu/content.php?catoid=11&navoid=1759

III. POLICY:

A. Scope
The course syllabus is an important tool that allows a faculty member to communicate expectations to students and to acquaint them with the course content, and to outline the expected student learning outcomes. This policy has been developed to assist faculty in creating syllabi that facilitate students' ability to find relevant information in courses they may be taking from various departments and programs at SUU. The template includes basic course requirements and mandated text pertaining to academic integrity, ADA accommodations, emergency management procedures, and a copyright compliance statement.

The course syllabus needs to include clearly articulated learning outcomes. It also should clearly explain to a student how their work will be assessed by showing the connection of the

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.36
Date Approved: 03/22/02
Date Amended: 02/01/13
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Office of Responsibility: Prov
Page 2 of 7

SUBJECT: COURSE SYLLABUS

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assignments to the learning outcomes as well as the rationale for the grading used in the class.

Lastly, the syllabus plays a part in helping departments and programs assess which of the SUU Essential Learning outcomes and/or the General Education learning outcomes are being addressed in the courses being offered.

Note: For those faculty using a Learning Management System for their class(es) (e.g. Canvas, Moodle, etc.), a copy of the course syllabus with the content stipulated in Section III. B. should be posted for students to access.

B. Process and Syllabus Content

1.   At the beginning of a course, all instructors, including adjunct and temporary faculty, teaching face-to-face or online will provide either an electronic or hard copy of the syllabus to students. A copy of the syllabus for each course is also submitted to the Department Chair/Program Director by the second week of classes. Chairs/Directors, or the Department Curriculum Committees are expected to review syllabi to ensure compliance with Policy 6.36 and give feedback to faculty about their syllabi as needed. Each course syllabus will be kept on file for one year in the Department Office. It is recommended practice that course syllabi be posted on a faculty member's website and/or to the department or college's webpages.

2.   Faculty members must include the minimum information below for each course. However, they may adapt course syllabi to specific needs of each course and to their own style.

   A.   Course information: title, catalog number, description, pre-requisites, if Any;
   B.   Meeting time and location: days of the week, time of day, and where the course meets;
   C.   Instructor information: instructor's name, office (room) number, office hours, and telephone number, and e-mail address;
   D.   Required and recommended texts;
   E.   References (library reserve and supplemental information);
   F.   Overall expected student learning outcomes including SUU's Essential Learning Outcomes and/or the GE Learning Outcomes, as applicable, (e.g., what faculty expects a student to know, understand, and be able to do upon completion of the course)
   G.   Assessment/Evaluation/Grading: Make it clear how a student's achievement of the learning outcomes will be assessed/evaluated, and how grades will be determined (e.g., exams, papers, projects, and/or presentations);

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.36
Date Approved: 03/22/02
Date Amended: 02/01/13
Reviewed w/no Changes:
Office of Responsibility: Prov
Page 3 of 7

SUBJECT: COURSE SYLLABUS

H.   Instructor's policies on late assignments and/or makeup work;

I.   Attendance policy: description of attendance policy (Sample text: Regular attendance is required at all class meetings.);

J.   Required extra- or co-curricular activities, if applicable;

K.   Statement of safety or risk assumption in courses requiring laboratories, physical activity, travel or field trips, if applicable;

L.   Statement of course fees;

M.   Academic integrity policy: (Sample text: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood SUU Policy # 6.33 and the current issue of the student handbook regarding student responsibilities and rights.)

N.   ADA statement: description of disability accommodation. (Required text: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.);

O.   Emergency Management statement: In case of emergency, the University's Emergency Notification System (ENS) will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the *mySUU* portal. In addition, students are encouraged to familiarize themselves with the Emergency Response Protocols posted in each classroom. Detailed information about the University's emergency management plan can be found at http://www.suu.edu/emergency

P.   HEOA Compliance statement: The sharing of copyrighted material through peer-to-peer (P2P) file sharing, except as provided under U.S. copyright law, is prohibited by law. Detailed information can be found at https://help.suu.edu/article/1096/heoa-compliance-plan

Q.   The final disclaimer statement on each syllabus: (Required text: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.)

3.   Optional additional items:

A.   Course organization and scope.

B.   Schedule of reading assignments and homework due dates.

C.   Instructor's policies on objectionable materials: notification procedures of course content that may be deemed objectionable by some students.

D.   Description of additional information unique to the class or instructor.

E.   Grading/Assessment Rubrics (See examples in Appendix B and C)

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.36
Date Approved: 03/22/02
Date Amended: 02/01/13
Reviewed w/no Changes:
Office of Responsibility: Prov
Page 4 of 7

SUBJECT: COURSE SYLLABUS

APPENDIX A
SAMPLE SYLLABUS TEMPLATE
A MS Word .doc or .rtf version of this template can be found at this website
http://suu.edu/academics/provost/resources.html for downloading and use.

SYLLABUS
Course name, Number, Section
Meeting days, time and location
Date or semester
The URL of your course website, if any

FACULTY INFORMATION:
Your Name:
Home and/or Office Telephone Number(s)
Office Address:
Office Hours:
Your E-mail Address:

COURSE DESCRIPTION:

REQUIRED TEXT(S): Titles, authors, and editions

RECOMMENDED TEXT(S): Titles, authors, and editions

REFERENCES: Titles on library reserve and supplemental information

STUDENT LEARNING OUTCOMES:

SCHEDULE OF ASSIGNMENTS AND ACTIVITIES: (exams, papers, projects, etc., may
also include required extra- or co-curricular activities, statement of safety or risk assumptions
as applicable)

COURSE REQUIREMENTS: (Grading policy, and as applicable attendance policy, course
fees, or other requirements specific to this class.)

ACADEMIC INTEGRITY: Scholastic dishonesty will not be tolerated and will be
prosecuted to the fullest extent. You are expected to have read and understood Policy 6.33
Academic Integrity and the current issue of the student handbook (published by Student
Affairs) regarding student responsibilities and rights.

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.36
Date Approved: 03/22/02
Date Amended: 02/01/13
Reviewed w/no Changes:
Office of Responsibility: Prov
Page 5 of 7

SUBJECT: COURSE SYLLABUS

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EMERGENCY MANAGEMENT STATEMENT: In case of emergency, the University's Emergency Notification System (ENS) will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the *mySUU* portal. In addition, students are encouraged to familiarize themselves with the Emergency Response Protocols posted in each classroom. Detailed information about the University's emergency management plan can be found at http://www.suu.edu/emergency

HEOA Compliance statement: The sharing of copyrighted material through peer-to-peer (P2P) file sharing, except as provided under U.S. copyright law, is prohibited by law. Detailed information can be found at https://www.suu.edu/heoa/index.html

DISCLAIMER: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.)

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.36
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Reviewed w/no Changes:
Office of Responsibility: Prov
Page 6 of 7

SUBJECT: COURSE SYLLABUS

APPENDIX B

This grid is an example of how a faculty member could help students understand the relationship between the expected learning outcomes and various class activities (exams, quizzes, etc.). The table of assessment activities can be customized by the faculty member to meet the needs of the type of course being offered. For example, a faculty member may have presentations, projects, or group work in their class.

SAMPLE Course Assessment Table

Course Learning Outcomes	Course Assessments/Evaluations											
	Exams			Quizzes					Assignments (Other)		Papers	
Students completing the course will be able to:	Exam #1	Midterm	Final	1	2	3	4	5	1	2	1	2
Learning Outcome 1	x		x	x					x			
Learning Outcome 2	x		x		x				x		x	
Learning Outcome 3		x	x			x				x	x	
Learning Outcome 4		x	x				x	x	x			
Learning Outcome 5										x	x	x

Policy # 6.36
Date Approved: 03/22/02
Date Amended: 02/01/13
Reviewed w/no Changes:
Office of Responsibility: Prov
Page 7 of 7

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

SUBJECT: COURSE SYLLABUS

APPENDIX C

Example of an Assessment Rubric

An assessment rubric can be a helpful tool for faculty in clarifying their expectations of students related to class assignments. A rubric also helps the student better understand the criteria being used to assess their various class activities and the learning outcomes for the class. The example below is for illustration proposes only. For assistance with developing an assessment rubric for a course, please contact the Office of Institutional Research and Assessment, ADM 303.

MULTIMEDIA ASSIGNMENT - ASSESSMENT RUBRIC

	Excellent - 4	Good - 3	Satisfactory - 2	Needs Improvement - 1
Subject Knowledge	Subject knowledge is evident throughout the project. All information is clear, appropriate, and correct.	Subject knowledge is evident in much of the project. Most information is clear, appropriate, and correct.	Some subject knowledge is evident. Some Information is confusing, incorrect, or flawed.	Subject knowledge is not evident. Information is confusing, incorrect, or flawed.
Citing Sources	All sources are properly cited.	Most sources are properly cited.	Few sources are properly cited.	No sources are properly cited.
Organization	The sequence of information is logical and intuitive. Menus and paths to all information are clear and direct.	The sequence of information is logical. Menus and paths to most information are clear and direct.	The sequence of information is somewhat logical. Menus and paths are confusing and flawed.	The sequence of information is not logical. Menus and paths to information are not evident.
Originality	The project shows significant evidence of originality and inventiveness. The majority of the content and many of the ideas are fresh, original, and inventive.	The project shows some evidence of originality and inventiveness.	The work is an extensive collection and rehash of other people's ideas, products, and images. There is little evidence of new thought or inventiveness.	The work is a minimal collection or rehash of other people's ideas, products, and images. There is no evidence of new thought.
Technical	Project runs perfectly with no technical problems. For example, there are no error messages, all sound, video, or other files are found.	Project runs adequately with minor technical problems.	Project runs minimally. There are many technical problems when viewing the project.	Project does not run satisfactorily. There are too many technical problems to view the project.

http://www.uen.org/Rubric/rubric.cgi?rubric_id=16