Excerpted and adapted from the Faculty Handbook (July 2013)

Syllabi

Syllabi for new courses submitted to the Academic Committee for approval (following approval as described above) shall contain the following elements:

1. Statement of course purpose and expected student learning outcomes;

2. description of main content themes;

3. description of teaching methodology;

4. course requirements (including attendance, readings, papers, projects, and tests) with indication of how they are related to student learning outcomes;

5. a rubric indicating how achievement of student learning outcomes is to be determined;

6. appropriate bibliography (written in appropriate bibliographic style) reflecting sensitivity to gender, racial, ethnic diversity of others as much as possible;

7. the weight assigned to each course requirement;

8. identification of the style to be used in citing sources in research papers;

9. identification of extra funding if necessary;

10. A statement of faculty policies related to student responsibilities and expectations in courses and course work.

A copy of each syllabus shall be filed with the Dean, the Director of Informational Technology and Library Services and the Bookstore manager. Faculty are expected to revise syllabi regularly.