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.