Suggestions for supplemental items to include in the syllabus

POLICY STATEMENT
Instructors are required to develop a course syllabus for each offering of a course and communicate the syllabus to students unless the course is offered to an individual student (e.g. directed study, readings, or research courses that require contracts between the student and instructor). For the purposes of this policy, a syllabus is a written or electronic document that contains information students need to know in order to successfully complete the work of the course.

Each syllabus includes two types of information. First is information specific to the course, such as its title, goals, readings, assignments, and instructor. Second is information informing students of University policies that may have an impact on their participation in the course. This information includes, for example, the University grading system, a disabilities statement, and how to resolve problems between students and instructor.

Course Information
Title
Number
Section
Semester/Term
Meeting time
Location

Course Description: Insert the catalog course description here and include how the students will benefit from the course, the specific content that will be covered, and how the course fits into the curriculum.
Course Pre-requisites

Instructor/Contact Information
Name
Office location
Office hours
Office telephone and fax numbers
Email address
Course Blackboard address
Website
Other

Teaching Assistant Information (if applicable): Provide his or her name, office location, phone number, email address, office hours, and the role the TA plays in the course.

Course Objectives
What will students gain from this course?
Indicate why these objectives were written.

Ensure that each objective is tied to specific course outcomes and activities.

Learning Outcomes
Describe the major concepts, skills, attitudes, and knowledge students are to achieve by the end of the semester.
Describe how these outcomes are tied to standards or other principles that drive the curriculum.

Course Content and Outline (may be in the form of a course calendar)
Course Schedule
Provide a detailed list of meeting dates, major topics and themes, reading assignments, and due dates for all exams, scheduled quizzes, papers, projects, assignments, labs, etc. Use a grid format to help students easily read and understand the information.

Course Resources (Required and Recommended): Provide full citation and edition number
for textbooks and other course resources. Provide information where students can purchase these resources, their cost (if known), and if using e-books or alternative sources is acceptable. Include any course-related Websites and Blackboard links if applicable.

Essential Course Policy Information
- Attendance/Lateness policy
- Policy for late work
- Policy for missed exams and quizzes
- Policy for extra credit, e.g.,
  Statement on extra credit.
  If an instructor wishes to offer what is commonly known as extra credit opportunities for students in a class to allow them to improve their grade, those opportunities must be announced and made available to all students.

Classroom Policies
May add something on use of copyrighted materials, individual and group work, and classroom comportment, such as mutual civility, respectfulness, use of cell phones or electronic devices, and eating and drinking in the classroom.

Safety and Risk
If applicable, list policies related to lab work such as safety, human subjects, and University property. Statement on laboratory safety or risk assumption in courses requiring physical activity or field trips.

Syllabus Change Policy 1
This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester and may depend, in part, on the progress, needs, and experiences of the students. Changes to the syllabus will be made with advance notice.

Syllabus Change Policy 2
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.

Incomplete Grades
According to the university catalogue, an incomplete grade may be given only in exceptional circumstances at the discretion of the instructor and at the student's request no more than 48 hours after the final exam or class. The student must be passing the course at the time of the request or be sufficiently close to passing that the instructor believes that upon completion of the work, the student will pass the course. If the work is not completed with one year of recording the I, the grade will become an F(I).

A sample statement for the course might be:
The incomplete policy for this course is that at least 70% of the course must be already completed and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state your reasons for the incomplete in writing. We will then decide on a course of action.

Electronic Communication
A statement describing what forms of electronic communications, if any, will be employed for student contact and the expectations for typical response times. Reference should be made to University policy, which specifies that students are responsible for all official correspondence sent to their standard UMD e-mail address (@umassd.edu). Privacy considerations, such as federal law, may apply when using an address other than the standard University e-mail address.

Emergency Statement
It is strongly recommended that you have a statement on what procedures to follow in case there is a University-wide emergency.

Acknowledgement of Receipt
Some faculty have used a "Student Acknowledgement" sheet as a means to check students' receipt of the material on the course syllabus. The sheet can be placed at the end of the syllabus and removed by students after they have signed the form. Or, the sheet can also be given as a handout.