

Course Syllabi: Creation and Tips

Keep the following in mind as you construct your course syllabus. Ideally, each syllabus should include:

Course number and title.

GEOL 408 Tectonics

When and where the course meets.

TR 3:20 - 5:10 PM SC 232 when it is above 67° F, otherwise in SC 204

Instructor's name and contact information: email address; office location, and phone number.

Otto H. Muller fmuller@alfred.edu Science Center 231 (607) 301-0156

Your office hours: please remember that LAS faculty members are normally expected to have at least one office hour on each of four days.

MW 9:20 - 10:10 AM TR 2:20 - 3:10 PM

If you have a TA or course assistant, include pertinent contact information; also let students know the role of the TA.

A description of the course including course goals/objectives and student learning objectives. Note, that according to our accreditation body (Middle States), learning outcomes must be clearly stated on each course syllabus.

ottohmuller.com/muller/LearningOutcomesUL.pdf

Course materials, including required and recommending readings. If relevant, note where the course materials will be found (bookstore, library reserve, Blackboard).

Assignments and due dates.

<http://ottohmuller.com/muller/Tectonics/TectonicsSyllabus2018.html>

Exam dates.

<http://ottohmuller.com/muller/Tectonics/TectonicsSyllabus2018.html>

Any Blackboard or web information relevant to the course.

None.

Grading policy: Information about how grades are to be determined; e.g., how much each exam, paper, lab or other course component will count. If attendance is part of your grading policy, make this clear. If participation

is part of your evaluation of a student, please help students understand what you mean by attendance (e.g., active listening, participation in discussion, conducting a lab).

The first two Graded Learning Opportunity will each count 25% of your grade, the Final Graded Learning Opportunity will count 50% of your grade.

ottohmuller.com/muller/GradingPolicies.pdf

ottohmuller.com/muller/LearningOutcomes.pdf

Policies on missed classes, exams, late papers or assignments.

A missed exam will require the student to take a makeup.

Policies on handing in work (in class; in Division mailbox; via email?).

Portfolio Projects will be turned in at the end of class.

A reminder that students should keep copies of all work handed in.

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Information about academic integrity, with reference to the university policy. A reminder about what constitutes plagiarism and cheating is advised. Clarification about when and to what extent collaboration with another student is acceptable.

During Graded Learning Opportunities bring a #2 pencil. Calculators will be supplied. Tablets with Excel on them may be supplied in some cases. Collaboration during Graded Learning Opportunities is forbidden. Collaboration during labs is encouraged.

If you have classroom policies about lateness, use of cell phones, computers, or recording equipment, you are advised to include these are on your syllabus.

Cell phones, computers, cameras, recording equipment, notebooks, text books, pens, pencils, slate board and chalk – whatever will help you learn the material, please bring it to class! You may text questions to me during the class using (607) 301-0156.

Incompletes: incompletes for a course are to be given only in exceptional and emergency situations; be clear about this with students.

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Tutoring: You may include the following statement provided by Special Academic Services on your syllabus:

The office of Special Academic Services offers personalized help in the form of individual and group tutoring. Please contact Beth Niles at (607) 871-2148 for more information.

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Students with Disabilities: Accommodations for students with disabilities are authorized by Special Academic Services (SAS) upon review of each student's individual case. Instructors will be advised of the appropriate accommodations by SAS. If a student has not registered with SAS, an instructor should advise the student to do so before providing accommodations. You may wish to include the following statement (or a version thereof), prepared by SAS, on your syllabus or course Blackboard.

Alfred University is committed to upholding and maintaining all aspects of the Federal Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. If you are a student with a disability and wish to request accommodations, please contact Dr. Aubrey Elmore at the Office of Special Academic Services located in Crandall Hall, or call (607) 871-2148. Any information regarding your disability will remain confidential. Many accommodations require early planning, therefore requests for accommodations should be made as early as possible. Any requests for accommodations will be reviewed in a timely manner to determine their appropriateness to this setting.

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Where or not you use Blackboard for your course, all faculty members should at least post their course syllabus to Blackboard for easy reference by your students.