

## **Resolution 2012-11. On Minimum Requirements for Course Syllabi.**

The Faculty Council resolves:

Each course offered for credit shall have a syllabus that addresses the elements detailed below, except when specific elements are not applicable to the particular circumstances of a given course or discipline. Specific schools and departments may require additional components. A syllabus must be provided to students no later than the first day of class and shall be retained by the respective department or educational unit of the University for a period of 4 years.

**Course Identifiers:** The course number, section number, credit hours, department, term, and times at which the class meets shall be stated.

**Instructor Identifiers:** The instructor's name, office location, office hours, phone number(s), email address, and web address shall be provided.

**Target Audience:** The syllabus shall explain how the course fits into a broader educational program and to whom the course is targeted.

**Course Prerequisites:** The syllabus shall explain course prerequisites or other important rules that describe who is eligible to take the course, who can obtain credit, and how to satisfy any special course registration requirements.

**Course Goals and Key Learning Objectives:** The syllabus shall state course goals and key learning objectives. It is important for students to understand what they will accomplish by taking the course. Course goals and objectives are not simply statements about course topics. They are descriptions of competencies that students should expect to develop in the course.

**Course Requirements:** The syllabus shall explain what kinds of work students must do to successfully complete the course, such as whether students will be discussing literature, working problems, or undertaking other activities. The syllabus shall also list any other requirements such as mandatory recitations, labs, term papers, or mandatory activities outside of class meeting times.

**Dates:** As far as possible, the dates of all examinations and due dates for important assignments shall be listed.

**Grades:** The rules that the instructor uses to assign grades shall be explained in sufficient detail to clearly inform students as to how their grades will be determined. In particular, the syllabus shall state how student participation in class will be assessed.

**Course Policies:** The instructor shall explain his or her expectations for student conduct during the course. Examples include the consequences of missing an exam; whether regular attendance is expected; the consequences for missing class too often; whether or not late work is accepted and, if so, how late work is penalized. The syllabus shall state that the course final exam is given in compliance with UNC final exam regulations and according to the UNC Final Exam calendar.

**Course Resources:** The syllabus shall provide a complete list of text books and other course resources, and an explanation of how to access them. It shall also list teaching assistants for the course and provide their contact information, and explain whether and how Sakai is used.

**Honor Code:** The syllabus shall explain requirements for the course that could have Honor Code consequences, such as whether students are permitted to work together on problem sets, what help they are permitted to obtain in preparing various assignments, and whether exams are closed or open book.

**Time Table:** The syllabus shall contain a course calendar that gives topics and assignments for each class meeting.

**Syllabus Changes:** It is appropriate to include in the syllabus a clause that informs students of possible modifications due to unforeseen events, such as “The professor reserves the right to make changes to the syllabus, including project due dates and test dates, when unforeseen circumstances occur. These changes will be announced as early as possible so that students can adjust their schedules.”

*Submitted by the Educational Policy Committee.*

**Comment:** The teaching – learning process develops from clearly communicated expectations. A course syllabus serves as a concise vehicle for providing course scope, defining course parameters, establishing course goals, and setting expectations. It is the blueprint from which faculty establish course structure and students build their experiences. Key syllabus components provide students with the framework to move through the course predictably and systematically.