

Syllabus Requirements 2004

The UAF Faculty Senate passed a motion on May 3, 2004 regarding Syllabus Requirements for all UAF courses EFFECTIVE Fall 2004:

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information: title, number, credits, prerequisites, location, meeting time.
2. Instructor (and if applicable, Teaching Assistant) information: name, office location, office hours, telephone, email.
3. Course readings/materials: course textbook, author, and publisher. Supplementary readings (indicate whether required or recommended) and any supplies required.
4. Course description: content of the course and how it fits into the broader curriculum; expected proficiencies required to undertake the course, if applicable. May include, and must be consistent with, catalog course description.
5. Course Goals (more general) and Student Learning Outcomes (provide examples)
6. Instructional methods: describe the teaching techniques (e.g.: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).
7. Course calendar: a schedule (daily or weekly major topics or assignments). You may call the outline Tentative or Work in progress to allow for modifications during the semester.
8. Course policies: specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.
9. Evaluation: specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.)
10. Support Services: describe the student support services (local and/or regional) appropriate for the course.
11. Disabilities Services: The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. State that you will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities."

