

These syllabus guideline best practices are meant to provide faculty with guidelines for syllabi submitted for course approval (the “Syllabus of Record”) and for use in the classroom.

## **Syllabus Guidelines for Best Practices**

Note: For curriculum approval, create a **Syllabus of Record** that leaves out personal information: instructor name, contact information, office hours, course meeting times and location, references to a specific term, dates, or holidays. It is not sufficient under “assessments,” “assignments,” or “readings” to state that this information will be on Blackboard; provide examples. Upper level courses should include a **current bibliography using the citation style of the particular discipline (e.g., APA, MLA, etc.)**; it should be included together with the syllabus in one file (not 2 separate files).

### **When does the curriculum committee require a syllabus?**

#### **1. For a new course**

#### **2. For significant changes to an existing course like a new title or a new course description (a change to a prerequisite or course setup does not necessarily warrant a new syllabus)**

1. General Course Information including placeholders for: Title, Course Number, Section Number(s), Instructor Name, Contact Information and Office Hours, Course Meeting time(s) and Location(s), and required texts/resources. Courses offered for both undergraduate and graduate credit should have separate syllabi that distinguish between undergraduate and graduate learning outcomes, grading schemes/policies and requirements.

2. Course catalog description (including prerequisites, if applicable)

3. Learning Outcomes: In addition to specific course learning outcomes, list relevant Core Curriculum category learning outcomes when applicable.

#### 4. Statements of Requirements

- a. for example include readings, tests, papers, projects, participation, etc.
- b. connection of student learning outcomes to requirements/assignments (recommended)

#### 5. Grading Scheme/Policy

- a. Include how course assessments are weighted within the course grade. Indicate how the final course letter grade will be determined
- b. How participation is graded must be clearly explicated so that students cannot question the grade (if applicable). If Participation is 10% or more of the final grade, it must be explained how this grade is posted for students to review throughout the semester.
- c. The range of values that correspond to each final letter grade must be included TU undergraduate final grades are A, A-, B+, B, B-, C+, C, D+, D, F, or S, U. No C- or D- grade should be included on the grading scale.  
TU graduate final grades are A, A-, B+, B, C, F, or S, U.
- d. Faculty should follow the Towson University Policy on Student Class Attendance/Absence (Chapter 6, Section IX of the Faculty Handbook-pgs 36-37) in regard to excused absences. A link should be provided. Explain how the policy will also be applied in this class if applicable.  
Spring 2021 link - <https://catalog.towson.edu/undergraduate/academic-policies/class-attendance-absence-policy/>

## 6. Policies

a. Late work policy, including penalties for late work (if any) and procedures for making up work in the case of absence (if allowed)

b. Academic integrity policy as it relates to grades for this course, consistent with TU Academic Integrity Policy. A link should be provided. Also explain how the policy will be applied in this class.

Spring 2021 link - <https://www.towson.edu/about/administration/policies/03-01-00-student-academic-integrity-policy.html>

c. Course repeat policy: "Students may not repeat a course more than once without prior permission of the Academic Standards Committee." (If course can be repeated for additional credit, provide a statement such as "May be repeated for a maximum of X units.")

d. Students with disabilities policy -- "This course is in compliance with Towson University policies for students with disabilities. Students with disabilities are encouraged to register with Accessibility & Disability Services (ADS), 7720 York Road, Suite 232, 410-704-2638 (Voice) or 410-704- 4423 (TDD). Students who suspect that they have a disability but do not have documentation are encouraged to contact ADS for advice on how to obtain appropriate evaluation. A memo from ADS authorizing your accommodation is needed before any accommodation can be made." A link should be provided.

Spring 2021 link - <https://www.towson.edu/accessibility-disability-services/>

e. Title IX policy: "Towson University (TU) is committed to ensuring a safe, productive learning environment on our campus that does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or intimate partner violence [Policy 06.01.60]. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff, but keep in mind that they have an obligation to report the incident to the Title IX Coordinator. It is a goal that you feel able to share information related to your life experiences in classroom discussions and in one-on-one meetings. However, it is required to share information with the Title IX Coordinator regarding disclosures, but know that the information will be kept private to the greatest extent possible. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the TU Counseling Center 410-704-2512 to schedule an appointment, and locally within the community at TurnAround, Inc., 443-279-0379 (24-hour hotline) or 410-377-8111 to schedule an appointment." A link should be provided.

Spring 2021 link – <http://towson.edu/titleix>

f. Reporting Hate Crimes and Bias Incidents: Per TU Policy, "Towson University prohibits all students, staff, and faculty from committing or engaging in any hate crimes as defined under state and federal law, or any acts of bias, hate, or prejudice exhibited in conduct that is in violation of another University policy on campus, on University property, at University-sponsored events, or when engaged in University activities and business on or off campus. The University must receive notice to respond effectively to alleged Hate Crimes or Bias Incidents in the University Community. Please report or file a complaint of a Hate Crime or Bias Incident in the following ways:

- Report to University Police: Towson University's Police Department ("TUPD") will determine if incidents are criminal in nature. In cases of hate crimes, individuals can be punished with fines and/or imprisonment. Felony offenses demonstrated to be motivated by bias are subject to enhanced penalties.
- Contact the Office of Inclusion & Institutional Equity: Online at: <https://towson.edu/notattu>, email at: [OIIE@towson.edu](mailto:OIIE@towson.edu), telephone, In-person or via regular mail

A link should be provided. Fall 2022 link - [Policy and Procedures for the Reporting of Hate Crimes and Bias Incidents](#)

## 7. Course Content – a schedule of topics and assignments, providing information about what will be

taught at each class meeting or each week and assigned readings for each class meeting (if applicable). Semester-long classes last 14 weeks and two days. Therefore classes meeting once a week have 14 sessions, classes meeting twice a week have 29 sessions and classes meeting three times a week have 43 sessions. Do not include sample schedules with 15 or more weeks that include holidays and breaks.

8. Additional Educational Resources (required for upper level undergraduate and all graduate courses) may include additional books, articles, online resources to supplement the required resources for the course.

9. Counseling Resources (three suggestions for wording from the TU Counseling Center):

a. Option 1: "Students who are experiencing personal difficulties or mental health challenges are

encouraged to seek free and confidential assistance at the Towson University Counseling Center (TUCC). Same-day appointments are available, and you can reach a crisis counselor by phone after hours. For more information about TUCC, please visit their website at <https://www.towson.edu/counseling/>. To make an appointment or for after-hours crisis assistance, please call 410-704-2512.

b. Option 2: “The Towson University Counseling Center (TUCC) provides free and confidential counseling services. For more information about TUCC, please visit their website at <https://www.towson.edu/counseling/>. To make a same-day appointment or for after-hours crisis assistance, please call 410-704-2512.”

c. Option 3: “We all experience emotional distress and personal difficulties as a normal part of life. As your instructor, I am not qualified to serve as your counselor. However, The Towson University Counseling Center (TUCC) provides free and confidential mental health services that are not connected to your academic record in any way. If you are experiencing mental health challenges, I strongly encourage you to take advantage of TUCC’s services. For more information about TUCC, please visit their website at <https://www.towson.edu/counseling/>. To make a same-day appointment or for after-hours crisis assistance, please call 410-704-2512.

Approved by the University Curriculum Committee - 3/8/2021

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