

These syllabus guideline best practices are meant to provide faculty with guidelines for syllabi submitted for course approval and for use in the classroom.

## **Syllabus Guidelines for Best Practices**

1. General Course Information including 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)
  - 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  
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.
6. Policies
  - a. Attendance/absence policy as it relates to grades in this course, consistent with TU Class Attendance/Absence Policy
  - b. Late work policy, including penalties for late work (if any) and procedures for making up work in the case of absence (if allowed)
  - c. Academic integrity policy as it relates to grades for this course, consistent with TU Academic Integrity Policy
  - d. 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 credit, provide a statement such as "May be repeated for a maximum of X credits.")
  - e. 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 Disability Support Services (DSS), 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 DSS for advice on how to obtain appropriate evaluation. A memo from DSS authorizing your accommodation is needed before any accommodation can be made."

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)

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.

Approved by the University Curriculum Committee 11/9/2015

Approved by the Graduate Studies Committee-11/15/2015

Approved by the University Senate-12/7/2015

Approved by the Office of the Provost-12/14/2015