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). All syllabi should convey mutual respect to the student and model professional/respectful language and tone of communication.

**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 **explained** 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 will be calculated and communicated to the student**.

c. The range of values (points and/or percentages) that correspond to each final letter grade must be included**.** An example is provided below. Please note that this is simply an example, and faculty **must** determine their range of values **and it should be** consistent with their department or discipline.

**Example** using percentages/values:

|  |  |  |
| --- | --- | --- |
| University Letter Grade | University Grade Point per Unit | **Faculty** Numerical **Value** (%) |

|  |  |  |
| --- | --- | --- |
| A | 4.00 | 94-100% |
| A- | 3.67 | 90-93.9% |
| B+ | 3.33 | 87-89.9% |
| B | 3.00 | 84-86.9% |
| B- | 2.67 | 80-83.9% |
| C+ | 2.33 | 77-79.9% |
| C | 2.00 | 72-76.9% |
| D+ | 1.33 | 67-71.9% |
| D | 1.00 | 64-66.9% |
| F | 0.00 | 63% and below |

**Example using points:**

|  |  |  |
| --- | --- | --- |
| University Letter Grade | University Grade Point per Unit | **Faculty** Numerical **Value** (Points out of 300) |

|  |  |  |
| --- | --- | --- |
| A | 4.00 | 280 - 300 |
| A- | 3.67 | 270 - 279 |
| B+ | 3.33 | 261 - 269 |
| B | 3.00 | 252 - 260 |
| B- | 2.67 | 240 - 251 |
| C+ | 2.33 | 231 - 239 |
| C | 2.00 | 214 - 230 |
| D+ | 1.33 | 201 - 213 |
| D | 1.00 | 192 - -200 |
| F | 0.00 | 191 and below |

d. TU Undergraduate final grades are A, A-, B+, B, B-, C+, C, D+, D, F, or S, U. No A+, 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.

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. Attendance Policy: 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/>

7. Course Content – Include 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). **Semesters last 14 weeks and two days plus a week for final exams. In the spring semester, spring break does not count as a week of the term. In the syllabus of record, do not include holidays or breaks in the sample schedule.**

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:** 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](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

Approved by the Graduate Studies Committee - 3/12/2021

Approved by the University Senate Executive Committee – 4/19/2021

Approved by the Office of the Provost -