College of Education

RECOMMENDED FORMAT AND CONTENT FOR COURSE SYLLABI

A syllabus is a statement of intent and serves as an implicit agreement between the instructor and students about the content and requirements for a particular course. The Academic Program Committee strongly recommends that the following information be included in undergraduate and graduate course syllabi. (Note that this format is officially required for undergraduate syllabi according to university policy and that APC is recommending this format for graduate syllabi in COE as well since the university does not have a policy on graduate syllabi).

1. **Course Title.**
2. **Instructor’s information.**  Name, office/room number, telephone number, email address, office hours.
3. **Catalog Description**- The description of the course that appears in the University catalog.
4. **Prerequisite Courses**- Courses that must be taken prior to this course should be listed.
5. **Expanded Course Description**- This more complete statement of the course reflects on the rationale and basis of the course as related to the major objectives indicated in the course description.The course description usually includes the following components:
   1. Purpose
   2. Knowledge bases upon which the course rests
   3. Description of how the course fits within existing programs in the department and college
   4. Instructional methods to be used
6. **Learning Outcomes**- List measurable course objectives and learning outcomes. If this course is part of a program that leads to State Certification, list each objective or goal for the course based on the professional standards and student standards that are appropriate.
7. **Course Outline**- This is a detailed sequence of topics or content areas to be covered.
8. **Course Assignments or Requirements**- List and describe briefly the assignments or requirements of the class.
9. **Methods of Evaluation**- Explain how assessment of student behavior will be undertaken and the criteria to be used to judge student performance, including grading scale and percentage breakdown. For example 90-100 – A; 80- 89 – B, etc. Percentage breakdown might be 20% participation, 20% midterm paper, 60% exams (unit, midterm, final).
10. **Text or Required Readings**- List the required text(s) or primary readings for the course. Where appropriate, list additional readings, whether required or optional.
11. **Practicum or Lab Experiences**- When a course has laboratory or practicum contact hours or required extracurricular activities, a description of those experiences should be included. If this course is part of any program that leads to State Certification, it must include a description of opportunities for observation and practice based on the professional standards and student standards.
12. **Required university policies** – The syllabus must include statements about excused absences, accommodation for students with disabilities, and any policies regarding students’ behaviors. In addition, the syllabus should list the university web sites on plagiarism and threatening behavior.
    1. Absence Policies. The syllabus must include the instructor’s own policies about absences and the following required university statement about excused absences.

*All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion, Absences pre-approved by the UA Dean of Students (or Dean's designee) will be honored.*

* 1. Students requiring accommodation for disabilities. The following statement must be included on each syllabus.

***Students with Disabilities:   
If you anticipate issues related to the format or requirements of this course, please meet with me.  I would like us to discuss ways to ensure your full participation in the course.  If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; drc.arizona.edu) and notify me of your eligibility for reasonable accommodations.  We can then plan how best to coordinate your accommodations.***

* 1. Policies regarding expected classroom behaviors. If there is any specific instructor policy regarding cell phones or pagers, it must be stated explicitly in the syllabus.
  2. Policies against plagiarism. If there is any specific instructor policy regarding plagiarism in a course, it must be stated or the syllabus can contain a link to the Student Code of Academic Integrity .<http://dos.web.arizona.edu/uapolicies>
  3. Policies against threatening behavior by students. If there is any specific instructor policy related to threatening behavior by students, it must be stated or the syllabus can include a link to the university policy. <http://policy.web.arizona.edu/~policy/threaten.shtml>
  4. A statement is permissible indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.
  5. Notification, if the instructor believes necessary, warning students that some course content may be deemed offensive by some students.