Required Syllabus Elements and Definitions

College of Liberal Arts Policy 18

Title: Required Syllabus Elements and Definitions

Course Information
- course title
- course number
- course reference number (CRN)
  - Proposals for Individual Study (4930 or 5930) and Study Tour (4970 or 5970) courses must include a syllabus that conforms to these guidelines, but information such as the course reference number (CRN) may not be available at the time the Individual Study or Study Tour course is proposed. In this case, the course reference number (CRN) or other unavailable information should be listed as “TBA.”
- meeting days and times (for face-to-face classes)
- classroom number and building (for face-to-face classes)
- semester and year
- department name
- college name

Instructor Contact Information
- instructor’s name
- office location (room number and building)
- UCO office telephone number
- UCO e-mail address
- office hours

Course Description
- catalog description
  - Use the course description published in the current edition of the Undergraduate Catalog or Graduate Catalog. Instructors teaching a “special topics” (2000, 3000, 3990, 4910, 4930, 4940, 4970, 5910, 5930, 5940 or 5970) course should provide the course description approved by the department or school rather than the generic description published in the Undergraduate Catalog or Graduate Catalog.
  - If the course descriptions published in the Undergraduate Catalog and Graduate Catalog for a cross-listed course differ, instructors should include both descriptions on the course syllabus.
- prerequisites, if any (omit if no prerequisites)
- student learning outcomes
The Division of Academic Affairs provides the following guidelines, which instructors should follow in articulating instructional objectives for their courses:

- [http://www.uco.edu/academic-affairs/files/aacc/forms/Writing%20Effective%20Instructional%20Objectives.pdf](http://www.uco.edu/academic-affairs/files/aacc/forms/Writing%20Effective%20Instructional%20Objectives.pdf)

Transformative Learning statement

- The Division of Academic Affairs provides the following guidelines, which instructors should follow in composing Transformative Learning statements for their courses:

- textbook information (titles, authors, editions, and ISBNs)
- required supplies or resources other than textbooks, if any (omit if no supplies or resources other than textbooks are required)

**Course Outline, Grading, and Participation Requirements**

- course outline
  - Instructors should list topics in the order in which they will be presented and should include page or chapter numbers as well as the due dates for major assignments and examinations.
- date and time of final examination
- descriptions of and point or percentage values for each required assignment
  - Instructors should list all required work, including essays, examinations, and projects, that will contribute to the student’s final grade, and they should indicate the point value or percentage weight that each assignment or activity will carry in the calculation of the student’s final grade.
  - Instructors should provide detailed information regarding each assignment, including the form examinations will take (e.g., essays, short answers, etc.) and the required page length for writing assignments.
  - Instructors may assign a single, collective point or percentage value to shorter assignments (e.g., quizzes or short, in-class writing exercises).
  - Instructors who award credit for class participation should indicate on the syllabus what students must do in order to receive credit for in-class participation.
- grade categories, expressed in terms of point and/or percentage value, as in the following examples:
  - A, 90-100% or A, 540-600 points
  - B, 80-89% or B, 480-539 points
  - C, 70-79% or C, 420-279 points
  - D, 60-69% or D, 360-419 points
  - F, < 60% or F, < 360 points
- For courses that are cross-listed at the 4000- and 5000-levels, undergraduate and graduate requirements and grade categories must be clearly distinguishable.
Class Management Information

- attendance policy
- policy on late assignments, make-up work, and missed examinations
- Plagiarism Syllabus Statement: UCO subscribes to the Turnitin.com plagiarism prevention service. Students, by taking this course, agree that all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com restricted access reference database for the purpose of detecting plagiarism of such assignments. Use of the Turnitin.com service is subject to Terms and Conditions of Use posted on the Turnitin.com website. Turnitin.com is just one of the various plagiarism prevention tools and methods that may be utilized by your instructor during the semester. The UCO Student Handbook describes the process for contesting allegations of plagiarism.

Student Information Sheet and Syllabus Attachment

- All printed syllabi must include the “Student Information Sheet and Syllabus Attachment” prepared for the current academic published by the Division of Academic Affairs.

- All electronic syllabi must include a link to the current “Student Information Sheet and Syllabus Attachment,” which is available through the Academic Affairs homepage: http://www.uco.edu/academic-affairs/