

Course Syllabi

Course syllabi must be prepared according to the template which is required by Academic Affairs and submitted for approval to the department head at the beginning of each semester. The syllabus should contain specific information regarding the evaluation process and how the instructor will assign grades.

“The Deans’ Council in August, 1999, approved guidelines for creating and distributing course syllabi. Syllabi should be distributed in each class during the first week of the semester. For electronically delivered classes, syllabi should be posted when the course is developed. The following information should be included for both face-to-face and electronic course delivery:

- A. Course number (e.g., HIST 1503; to also include the appropriate Arkansas Course Transfer System or ACTS, course number when applicable)
- B. Course title
- C. Name of instructor, office hours, contact information (telephone, e-mail)
- D. Catalog description
- E. Text required for course
- F. Bibliography (supplemental reading list)
- G. Justification/rationale for the course
- H. Course objectives
- I. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Educational Objectives listed in the undergraduate catalog)
- J. Assessment methods (include grading policy with specific equivalents for A, B, C)
- K. Policy on absences, cheating, plagiarism, etc.
- L. Course content (outline of material to be covered in course)
- M. Emergency procedures statement: (In case of emergency or severe weather, students will be notified and are asked to follow the emergency guidelines posted in each room.)