

Syllabus Guidelines

REQUIRED COMPONENTS

Basic information:

Course title/number, semester/year, course meeting time/classroom

Instructor contact information:

Office location, phone extension, email

Office hours:

Specific times, by appointment, or virtual

Course goals/learning outcomes:

What students will know and be able to do as a result of taking the course (for Core courses, these would include the appropriate Core Objectives)

Course Grading Standards:

Information or explanation on how midterm and final grades will be determined, including grade scale; a list of assignments and activities that will be graded; weight of each assignment/activity; policy on missed/late work; evaluation criteria; computation formula.

Required/recommended course materials:

Books, calculators, subscriptions, other

Tentative course schedule: Due dates for course assignments/requirements, exam dates

Course Policies:

Academic Integrity, Attendance/Participation, Classroom Behavior, etc.

Disability accommodations:

Resources available to students include the Student Success and the Writing Center

Identification of how the course fulfills the federal definition of the credit hour:

Academic engagement totaling at least 1 hour in class plus 2 hours out of class over the course of approximately 15 weeks [or the equivalents], for each 1 hour of credit should be included as an instructor expectation.

CORE COURSES SHOULD ALSO INCLUDE:


- Indication of which Core requirement(s) the course satisfies.
- Listing of the core objectives for the requirements.

RECOMMENDED SYLLABUS COMPONENTS

Sample statement for academic support services:



“The **Student Success Center** (SSC), located on the 2nd floor of the Phillips Memorial Library, offers a variety of academic support services, which are available both in person and online. Below is an abbreviated list of services. For additional information, please visit <https://academic-services.providence.edu/> or call (401) 865-2494.

Service	Contact/Make an appointment
<p style="text-align: center;"><u>Tutoring Center</u></p> <p>Peer tutoring is available in a variety of subject areas, including DWC.</p>	<p>Tutoring Center: 401-865-2855</p> <p>Writing Center: 401-865-1286</p>
<p><u>For self-service online scheduling:</u></p>	
<p style="text-align: center;"><u>Writing Center</u></p> <p>Writing consultations are available at any stage of the process – from brainstorming an outline to polishing a final draft.</p>	
<p style="text-align: center;"><u>Accessibility Services</u></p> <p style="text-align: center;">401-865-1121</p> <p>The SSC facilitates equal access to the College’s academic programs and activities for students with documented disabilities, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.</p>	<p>Students who may require academic accommodations should visit https://academic-services.providence.edu/services/ or email accommodations@providence.edu</p>
<p style="text-align: center;"><u>Academic Coaching</u></p> <p style="text-align: center;">401-865-2679</p> <p>Learning specialists are available to help improve skills in a variety of areas, such as critical reading, note taking, and time management.</p>	<p style="text-align: center;"><u>ESL Support</u></p> <p style="text-align: center;">401-865-2673</p> <p>Individualized support is available for non-native English speakers who would like to improve their reading, writing, and oral language skills.</p>

Note: Students who may require academic accommodations based on a documented disability should make the necessary arrangements as soon as possible. All accommodations must be arranged through the Student Success Center.”

Sample statement for credit hour parameters and federal/accreditation regulations:

“Spend at least two hours outside of in-class work/preparation for each one-hour in class [assuming a 15-week semester], or the equivalent.”

Sample Inclusivity Statement:

“Providence College seeks to ensure that diversity, in its many forms, is considered in every

aspect of campus life by making diversity a factor in, and component of, all decision-making, and resolving to increase and retain the diversity, in its many forms, on campus.”

Sample statement for advising students on College copyright policy:

“Materials used in connection with this course may be protected by Copyright Law. In addition, students may not share class materials without the express permission of the instructor. For more information, including Fair Use guidelines, please see the College’s Copyright Policy and Guidelines at <https://pml.providence.edu/research/academic-integrity-copyright/>”

Sample statement for classroom safety policy:

“Upon activation of the building fire alarm, all occupants must exit to a position safely away from the building. If you will require assistance during an emergency, please contact the instructor so that arrangements can be made in advance. Students are encouraged to become familiar with the locations of emergency exits.”

Sample statement for cell phone/laptop use in class:

“Cell phones, laptops and other electronic devices will **only** be permitted during class if they are being used for note-taking, verifying your readings, etc. If I notice that students are using social media, youtube or doing something unrelated to the course, electronics will be prohibited immediately.”

Sample class policy statement on recording devices in the classroom:

“To protect the integrity of what transpires in the classroom and the privacy of students and instructor, students are prohibited from recording (audio and/or video) any lectures, seminars, or other classroom activities without the express permission of the instructor. Any authorized recordings (including those approved as an ADA/Section 504 accommodation through the Student Success Center) may not be used for any non-educational purpose or for any purpose unrelated to the course. Any information contained in the recording may not be posted, published, or quoted without the express consent of the instructor and any other individual speakers in the recording.”

Sample statement on Class Cancellation:

“In the event of class cancellation resulting from College closing due to weather or other emergencies, or if the instructor is unable to meet a scheduled class session, students will be informed as expeditiously as possible and an alternate assignment will be posted on Sakai.”

Identification of any requirements fulfilled by the course:

Major/Minor requirement, Core requirement or proficiency, etc.

College deadlines:

Course withdrawal, change to pass/fail, etc.

Disclaimer:

Syllabus and calendar may change over course of the semester at the sole discretion of the instructor; how changes will be communicated to students

Grading:

How grades will be communicated to students, such as Canvas gradebook