Sample SIU Syllabus: Basic Format

Course Title:
CRN/Course Number:
Credit Hours:
Semester: (for example, Fall 2023)
Classroom location:
Times and days class meets:

Note: blue font indicates directions or suggested elements for your syllabus

Instructor and Contact Information: (required)
Instructor name:
E-mail address:
Office hours:
Office location:
Office phone:

TA/Co-Instructor name: (if applicable)
E-mail address:
Office hours:
Office location:
Office phone:

Course Description/ Goals: (required)

Consider addressing your students directly, using the second-person pronoun (for example, “In this class, you will...”). Tell students what they will learn by the end of the class, in terms that capture the excitement you have for the course.

Prerequisites: (if applicable)

Student Learning Objectives: (required)

Upon successful completion of this course students will be able to:

Consider the following active terms/verbs when crafting direct learning outcomes

- Explain
- Recognize
- Distinguish
- Identify
- Summarize
Unit Objectives (highly recommended)

Unit I: Fill-in title (if applicable)
   a) Fill-in
   b) Fill-in

Unit II: Fill-in title (if applicable)
   a) Fill-in

Unit III: Fill-in title (if applicable)
   a) Fill-in

COURSE MATERIALS (required)

Required Texts (required)
List in the style of your discipline (e.g., MLA/APA/AMA style); you may want to add the abbreviations you use in your calendar of assignments. If you are placing books on reserve in the library, provide information about the Reserve Desk. Please note if an eBook is available to students.

Recommended (Optional) Texts or Other Materials
List any materials that you believe will support student learning, but that are not required. You may want to include notice of programs such as MS Word, Excel, and PowerPoint if applicable to the course.

CALENDAR OF MAJOR COURSE EVENTS & DEADLINES (required)

Detailed Schedule – a weekly or daily schedule showing required readings, class activities, course withdrawal deadlines, assignment due dates, exam dates, including any exam scheduled during final exam week. Dates for when the class can be dropped without receiving a “W” and/or a “WF.” The following samples are meant to demonstrate a recommended format.

<table>
<thead>
<tr>
<th>Week/Day/Date</th>
<th>Topic/Activity During Class</th>
<th>Assignment</th>
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</thead>
<tbody>
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<tr>
<td>Week</td>
<td>Topics/Lessons</td>
<td>Activities</td>
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<tr>
<td>Week 1</td>
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<td>Week 2</td>
<td>Start – End</td>
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<td>Week 3</td>
<td>Start – End</td>
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<td>Week 4</td>
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<td>Week 6</td>
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<tr>
<td>Week 8</td>
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<tr>
<td>Week 9</td>
<td>Start – End</td>
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COURSE REQUIREMENTS, METHODS OF EVALUATION, & GRADING POLICIES

Faculty should explicitly describe the way in which students will be evaluated and the way grades are determined so that students always know where they stand and do not feel that grading is done arbitrarily. Faculty must treat all students equally in matters of grading, or else open themselves up to grievances.

Grades and Grading Scale

Using a list of all graded items in the course (quizzes, exams, homework assignments, portfolios, lab assignments, presentations, group projects, papers, attendance, participation, etc.), identify all of the points and percentages of items required to achieve each letter grade in the course (A, B, C, D, F). Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100 – nn</td>
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<tr>
<td>B</td>
<td>nn – nn</td>
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<tr>
<td>C</td>
<td>nn – nn</td>
</tr>
<tr>
<td>D</td>
<td>nn – nn</td>
</tr>
<tr>
<td>E</td>
<td>nn and below</td>
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Evaluation Criteria

Provide a detailed outline of your expectations for a successful project, homework assignment or laboratory activity. If expectations vary over the semester depending on the nature of the project, provide an outline specific to each assignment.
**Midterm Grades**

To provide students with feedback and support, and in keeping with university and/or program policies, please report midterm grades. You may wish to provide in writing an explanation of what the student’s midterm grade implies for his/her overall success in the class and include an invitation to consult with you or a TA concerning the grade.

**Final Exams**

Although the demands of some disciplines may require specific scheduling of end of term projects or final exams, in general, final examinations, if they are to be given, should only be administered during the sixteenth week of the semester (eighth week of the summer term). They may not be given earlier. The Registrar sets a schedule, which can be found here: http://registrar.siu.edu/calendars/academic.php

**COURSE POLICIES**

In addition to those below, other policies may be included, such as: a policy that collaboration is or is not permitted on take homework; a policy regarding calculator usage on exams; penalties for late work; field work; recommended dress for specific field assignments; rules for class discussion; etc.

**Incomplete as a Course Grade**

The following text is taken from the *Undergraduate Catalog*, Grading and Scholastic Regulations section:

> An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average...

The Incomplete policy for graduate courses, taken from the *Graduate Catalog*, is as follows:

> An INC grade should be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. INC is not included in grade-point computation. An INC must be changed to a completed grade within one year from the close of the term in which the course was taken or graduation, whichever comes first. Should the student fail to complete the course within the time period designated, that is, one year from the close of the term in which the course was taken or graduation, whichever comes first, the Incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. To complete the work from the original registration, a student should not register for the course again, but should complete the work for the original registration if the original registration is within the normal time limits established for the degree. A contract for an INC grade must be established between the instructor and student at the time the INC grade is assigned. An extension may be granted if the request for the extension is made within the first year and approved by the Dean of the Graduate School and the Provost.
Attendance Policy
Research indicates that students who attend class are more likely to be successful. Faculty should specify their attendance policies. If applicable, include the number of unexcused absences allowed, acceptable excuses, tardiness policy, and the effect of absences and/or tardiness on a student’s final grade. If there is a point at which missing a specific number of classes results in a failing grade, this should be explicitly noted on the syllabus. Also, it is recommended that the University Policy on Accommodating Religious Students (Undergraduate Catalog, chapter 7) be mentioned or included on a syllabus.

Preparation for class means reading the assigned readings & reviewing all information required for that week. Attendance in an online course means logging into D2L on a regular basis and participating in all activities that are posted in the course.

Policy for Missed or Late Work
Faculty should clearly communicate the consequences of late or missing assignments, as well as the policy for missed examinations. Below is an example of a policy:

For assignments that are late, and for which you have not made prior arrangements with the instructor, the following point deductions will apply:

- 1st and 2nd late assignment = 15% 1-12 hours; 20% 12-24 hours; 30% 24-36; 40% 36-48; 0 after 48 hours.
- 3rd late assignment = 20% 1-12 hours; 30% 12-24 hours; 40% 24-36; 50% 36-48; 0 after 48 hours.
- 4th late assignment = 30% 1-12 hours; 40% 12-24 hours; 50% 24-36; 60% 36-48; 0 after 48 hours.
- 5th late assignment = 40% 1-12 hours; 50% 12-24 hours; 60% 24-36; 70% 36-48; 0 after 48 hours.
- 6th late assignment and beyond = automatic zero.

If you are facing barriers to completing an assignment on time, contact your instructor PRIOR to the due date and time.

Course Mobile Technology Policy
Include a statement indicating whether and how students may use laptops, iPads, netbooks, e-Readers, smart phones, etc. during your class. Please note that technology must be fully charged for class or if charging outlets are easily accessible.

Campus Network or D2L Outage
When access to D2L is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

Technical Support
If having D2L Issues- you can always access the help desk:
Phone: 618-453-5155
Email: salukitech@siu.edu

Alternatively, you can look for Self Help button at top right of D2L My Home menu.
Electronic Communication *(highly recommended)*
Indicate if you have rules or preferences regarding e-mails. For instance, you may promise to reply within a certain number of hours, not accept work that is e-mailed, or be available at certain times for online synchronous conferencing. If you are using a learning management system such as D2L, you may wish to explain what it offers the student and how to use it. **Official SIU Student Email Policy:**
[http://policies.siu.edu/policies/email.htm](http://policies.siu.edu/policies/email.htm)

The following language is a *sample* of best practices and can be modified to fit your approach.

This course uses a “three before me” policy in regard to student to faculty communications. When questions arise during this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in D2L
3. The “Water Cooler” discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the “Water Cooler” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email or phone. My preference is that you will try to email me first. I will usually respond to email and phone messages from 8am to 5pm on weekdays, please allow 24 hours for me to respond.

If you have a question about the technology being used in the course, please contact the Help Desk for assistance (contact information is listed below).

**Revision Policy** *(optional)*
If students are allowed to revise final writing projects for a better grade, describe your policy here.

**Student Courtesy Policy** *(optional but highly recommended)*
Here you can explain the kind of courteous behavior you expect in your classroom, including rules about talking in class, consuming food or drinks in the classroom, cell phone use and whether you allow
personal computers or other recording devices in the classroom. Here is an example from one SIU instructor’s syllabus:

The classroom is a shared space where consideration and compassion for others are not negotiable. These are a must! To learn the interpersonal and professional skills offered in the course require that, as with a sport or any instrument, we practice them daily. A positive attitude, a willingness to listen and learn, and an embrace of differences as well as similarities... these are just a few of the dynamics we will strive to practice.

Inclusive Excellence
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ from you is an important part of your education in this class, as well an essential preparation for any career.

Academic Integrity Policy [required]
See the Morris Library Guide on Plagiarism (http://libguides.lib.siu.edu/plagiarism)
SIU Student Conduct Code: http://srr.siu.edu/student_conduct_code/

Religious Holidays [required]
Faculty should outline their policies for missed class due to religious observance. A sample text as follows:

Students who wish to observe their religious holidays shall notify the faculty member by the tenth day of the semester of the date when they will be absent unless the religious holiday is observed on or before the tenth day of the semester. In such cases, the student shall notify the faculty member at least five days in advance of the date when he/she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance.