

# A Faculty Guide to Syllabus Construction and Course Policies

Office of Academic Affairs  
Purdue University North Central  
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## Course Policies

A common faculty concern is that course syllabi become too large and in turn confusing for students. A way around this concern is to develop a separate course policies statement that contains many of the issues that are common to most courses. Then a syllabus need contain only information specific to an individual course. Course policies could be a separate document or posted on Blackboard with a link within the syllabus.

### Course Policies Examples

- **Academic Integrity:** statement of expectation regarding academic integrity. This statement should direct students to the **Code of Student Conduct:** <http://www.pnc.edu/cd/Policy/conduct.html>.
- **Blackboard:** Students must have regular access to a home, campus, or other computer capable of connecting on a regular basis with the campus version of Blackboard. Students must also have developed a good working knowledge of Blackboard software before the beginning of the course.
- **PNC Password:** Students must obtain and use their PNC password for this course.
- **Email:** Two requirements are important. First, the email tool in Blackboard will be enabled and students should use this option for communicating with the instructor about individual or private matters. Second, if Blackboard experiences interruptions in service, the instructor can send messages about adjustments and class work through the PNC regular email system, the one outside of Blackboard. Thus, students must check their PNC email regularly directly or by forwarding it to their home email.
- **Internet:** Some learning activities may require students to use the Internet.
- **Emergencies:** Include statements from the Guide on Academic Continuity Fall 2009 or insert a link to the Academic Continuity Guide.
- **Attendance policy:** Federal Regulations on Title IV financial aid require all faculty to document a last date of attendance for students that are not attending classes. If a student misses more than 3 consecutive classes that are not approved by the instructor, then the student's name must be sent to the Student Success Center's "Early Alert Program" at <http://www.pnc.edu/ssc/early.html>.
- **Statement concerning disability accommodation(s).** The Disability Services Coordinator, in SWRZ 38, extension 5374, provides information and resources to all students with disabilities, faculty and staff, ensuring equal access to educational opportunities. The office will provide guidance regarding appropriate accommodations. Academic accommodations and other services are provided on an individual basis determined by documented need. Documentation of the disability completed by a physician or qualified health care professional must be on file in the office.

## **Course Syllabus**

- The course syllabus should be available to students the 1<sup>st</sup> day of class or before using Blackboard.
- A copy of each course syllabus should be submitted to the departmental secretary within the first week of the semester.
- Service courses with multiple divisions (e.g., ENGL 101, MA 153, COM 114, PSY 120) should have, in general, a common syllabus (i.e., common course requirements) for each division.
- A course syllabus should contain, at minimum, the following information:
  - ✓ Instructor's name
  - ✓ Instructor's office number (departmental office if an instructor does not have a designated office on campus)
  - ✓ Instructor's phone number (departmental secretary's phone number if a PNC phone number is not available – it would be advisable for part time instructors to provide a home or work phone number for at least the departmental secretary)
  - ✓ Instructor's PNC e-mail address\*
  - ✓ Department office number and phone number
  - ✓ Office hours; 4-6 hours per week
  - ✓ Course title and class (lab) scheduled time
  - ✓ Required text(s), lab manual, etc.
  - ✓ Tentative lecture (lab) schedule for the semester, which should include
  - ✓ all assignments and due dates, quiz and exam dates and any other important information
  - ✓ Comprehensive grading policy
  - ✓ Statement concerning missed exams/quizzes+

\* The PNC e-mail system is the campus default communication system; accordingly all instructional staff must use their PNC e-mail account

+ In general, instructors are responsible for proctoring all course exams