

# OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS PURDUE UNIVERSITY NORTH CENTRAL

## COURSE SYLLABUS GUIDELINES

**An inclusive course syllabus is an important component of the CQI (Continuous Quality Improvement) concept in PNC's strategic plan for academic programs. Therefore, the following guidelines for course syllabi have been developed for all instructors at PNC:**

- The course syllabus should be available to students within the first week of the semester
- A copy of each course syllabus should be submitted to the departmental secretary within the first week of the semester
- The course syllabus should be on the instructor's OPAL drive and/or web site
- Service courses with multiple divisions (e.g., ENGL 101, MA 153, CPT 107) 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
  - Course title and class (lab) scheduled times
  - 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
  - Attendance policy
  - Statement concerning missed exams/quizzes+
  - Statement concerning disability accommodation(s)
  - Statement concerning civility may be appropriate
- IS sets up course e-mail systems for each student in every class at the beginning of the semester for all instructors – Class (Admin) in the GroupWise address book; this is a very simple way for an instructor to stay in contact with the students in a class and for students to communicate with their instructor. Therefore, instructors should encourage students to set up their e-mail account as well as their solar account and H drive within the first week of the semester

\* The PNC e-mail system is the campus default communication system; accordingly all instructional staff are encourage to set up a PNC e-mail account

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