

## Course Syllabi: Creation and Tips

Keep the following in mind as you construct your course syllabus. Ideally, each syllabus should include:

Course number and title.

GEOL 110 Lunar Geology CRN 24424

When and where the course meets.

Roon Lecture Hall, Science Center, MW 1:20 – 3:10

Instructor's name and contact information: email address; office location, and phone number.

Otto H. Muller fmuller@alfred.edu Science Center 231 (607) 301-0156

Your office hours: please remember that LAS faculty members are normally expected to have at least one office hour on each of four days.

MTW: 9:20 – 10:10 AM R: 1:20 – 2:10 PM

If you have a TA or course assistant, include pertinent contact information; also let students know the role of the TA.

N.A.

A description of the course including course goals/objectives and student learning objectives. Note, that according to our accreditation body (Middle States), learning outcomes must be clearly stated on each course syllabus.

[ottohmuller.com/muller/LearningOutcomes.pdf](http://ottohmuller.com/muller/LearningOutcomes.pdf)

Course materials, including required and recommending readings. If relevant, note where the course materials will be found (bookstore, library reserve, Blackboard).

N.A.

Assignments and due dates.

[ottohmuller.com/muller/Lunar/LunarSyl2012.html](http://ottohmuller.com/muller/Lunar/LunarSyl2012.html)

Exam dates.

[ottohmuller.com/muller/Lunar/LunarSyl2012.html](http://ottohmuller.com/muller/Lunar/LunarSyl2012.html)

Any Blackboard or web information relevant to the course.

None.

Grading policy: Information about how grades are to be determined; e.g., how much each exam, paper, lab or other course component will count. If attendance is part of your grading policy, make this clear. If participation is part of your evaluation of a student, please help students understand what you mean by attendance (e.g., active listening, participation in discussion, conducting a lab).

Class participation will count 20% of your grade. There will be one two-hour-long Graded Learning Opportunity worth 40% of your grade, and a two-hour Final Graded Learning Opportunity, worth 40% of your grade. Exams will try to probe your understanding and comprehension of the material.

[ottohmuller.com/muller/GradingPolicies.pdf](http://ottohmuller.com/muller/GradingPolicies.pdf)

[ottohmuller.com/muller/LearningOutcomes.pdf](http://ottohmuller.com/muller/LearningOutcomes.pdf)

Policies on missed classes, exams, late papers or assignments.

Missing a class may hurt the class participation part of your grade. A missed exam will require the student to take a makeup. Makeups are not multiple-guess.

Policies on handing in work (in class; in Division mailbox; via email?).

Work should be submitted via the Blackboard dropbox.

A reminder that students should keep copies of all work handed in.

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Information about academic integrity, with reference to the university policy. A reminder about what constitutes plagiarism and cheating is advised. Clarification about when and to what extent collaboration with another student is acceptable.

During Graded Learning Opportunities nothing but a Number Two pencil is permitted: No calculators, cell phones, books, notes, etc. Collaboration during Graded Learning Opportunities is forbidden.

If you have classroom policies about lateness, use of cell phones, computers, or recording equipment, you are advised to include these on your syllabus.

If you come to lecture late, please use the side door. If you come to a Graded Learning Opportunity late, and no one has yet left the room, you may stay and enjoy it. If people have already left, you are out of luck.

Cell phones, computers, cameras, recording equipment, notebooks, text books, pens, pencils, slate board and chalk – whatever will help you learn the material, please bring it to class! You may text questions to me during the class using (607) 301-0156. Please put full

screen images of Red, Green, Yellow and Blue colors on your phones, as we can then use these instead of clickers in class.

Incompletes: incompletes for a course are to be given only in exceptional and emergency situations; be clear about this with students.

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Tutoring: You may include the following statement provided by Special Academic Services on your syllabus:

The office of Special Academic Services offers personalized help in the form of individual and group tutoring. Please contact Beth Niles at (607) 871-2148 for more information.

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Students with Disabilities: Accommodations for students with disabilities are authorized by Special Academic Services ( SAS) upon review of each student's individual case. Instructors will be advised of the appropriate accommodations by SAS. If a student has not registered with SAS, an instructor should advise the student to do so before providing accommodations. You may wish to include the following statement (or a version thereof), prepared by SAS, on your syllabus or course Blackboard.

Alfred University is committed to upholding and maintaining all aspects of the Federal Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. If you are a student with a disability and wish to request accommodations, please contact Dr. Aubrey Elmore at the Office of Special Academic Services located in Crandall Hall, or call (607) 871-2148. Any information regarding your disability will remain confidential. Many accommodations require early planning, therefore requests for accommodations should be made as early as possible. Any requests for accommodations will be reviewed in a timely manner to determine their appropriateness to this setting.

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Where or not you use Blackboard for your course, all faculty members should at least post their course syllabus to Blackboard for easy reference by your students.