**Guidelines for Best Practice for Syllabi**

1. **General Course Information**

* Course Title
* Course Number
* Section Number(s)
* Instructor Name
* Instructor Contact Information
* Student Meeting Hours (Office Hours) and Location(s)
* Course Meeting time(s) and Location(s)
* Required texts/materials resources.

Courses offered for both undergraduate and graduate credit should have separate syllabi that distinguish between undergraduate and graduate learning outcomes, grading schemes/policies and requirements.

1. **Course Catalog Description**

To be drawn from the university catalog and, where applicable, to include prerequisites.

1. **Learning Outcomes**

List specific course learning outcomes and, where applicable, core area student learning outcomes.

1. **Course Requirements**

Including, but not limited to:

* Assigned readings
* Examination, tests, quizzes
* Papers
* Projects
* Class participation
* Connection of student learning outcomes to course requirements

**5.   Grading Scheme/Policy**

a. **Class Attendance.** Students are expected to attend all classes. Faculty should follow the TU [Class Attendance Policy](https://catalog.towson.edu/undergraduate/academic-policies/class-attendance-absence-policy/) and explain how the policy will be applied in the class

Describe how course assessments will be weighted within the course grade.

b. Indicate how the final course letter grade will be determined.

c. Explain clearly how participation will be graded,if applicable. If participation accounts for 10% or more of the final grade, **explain how the participation grade will be calculated**.

d. TU Undergraduate final grades are A, A-, B+, B, B-, C+, C, D+, D, F, or S, U. No A+, C- or D- grade should be included on the grading scale. TU graduate final grades are A, A-, B+, B, C, F, or S, U.

e. Include the range of values (points and/or percentages) that correspond to each final letter grade**.** An example is provided below. ***Please note that this is simply an example; faculty must determine their range of values, and it should be consistent with their department or discipline.***

**Example** using percentages:

|  |  |  |
| --- | --- | --- |
| **University Letter Grade** | **University Grade Point per Unit** | **Faculty Numerical Value (%)** |
| A | 4.00 | 94-100% |
| A- | 3.67 | 90-93.9% |
| B+ | 3.33 | 87-89.9% |
| B | 3.00 | 84-86.9% |
| B- | 2.67 | 80-83.9% |
| C+ | 2.33 | 77-79.9% |
| C | 2.00 | 72-76.9% |
| D+ | 1.33 | 67-71.9% |
| D | 1.00 | 64-66.9% |
| F | 0.00 | 63% and below |

**6. Course Policies**

* 1. **Late work policy**, including penalties for late work (if any) and procedures for making up work in the case of absence (if allowed) must be included.
  2. **Required university-wide policies** for all courses can be accessed [here.](https://www.towson.edu/provost/academicresources/required-policies-syllabi.html)
  3. **Required university wide resources for student support** can be accessed [here.](https://www.towson.edu/provost/academicresources/support.html)
  4. Additional policies specific to the instructor/program/department/college should be included.

**7. Course schedule:** a schedule of topics and assignments, providing information about what will be taught at each class meeting or each week and assignments/readings for each class meeting (if applicable).

|  |  |  |
| --- | --- | --- |
| Date | Topics | Assignments/Readings |
|  |  |  |
|  |  |  |
|  |  |  |

**8. Additional Educational Resources:** required for upper-level undergraduate and all graduate courses) may include additional books, articles, online resources to supplement the required resources for the course.

Approved by the University Curriculum Committee -3/8/2021 Approved by the Graduate Studies Committee - 3/12/2021

Approved by the Academic Senate Executive Committee – 4/19/2021 Approved by the Office of the Provost –4/19/2021

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