

**Guidelines for Course Syllabus**  
**College of Arts and Sciences, Trinity Washington University**  
**August 2015**

The course syllabus provides a common reference point for faculty and students. More than just a contract, the syllabus provides a formal record of your course and is a key tool for creating meaningful learning experiences. This document provides guidelines for syllabus creation and includes both basic elements that all syllabi should include as well as ideas and suggestions for faculty to consider in the course creation process.

- On the first day of class, distribute the course syllabus to students in hard copy. NOTE: All syllabi must be posted in Moodle. Instructors must also file an electronic copy of the syllabus in Word with the Office of Faculty Services for archival purposes: [facultyservices@trinitydc.edu](mailto:facultyservices@trinitydc.edu)
- Include and/or meaningfully address items listed below under Course Syllabus Information in your syllabus.
- Include any additional course-related information as you deem necessary or as required by your department and/or program.

**COURSE SYLLABUS INFORMATION**

**Course number** (i.e.ENG 105) **and course title** (i.e. Introduction to College Writing )

**Semester and year**

**College and department offering the course**

NOTE: indicate any relevant cross-listing information

**Course credit hours**

**Any relevant prerequisites for the course**

**Meeting times and locations**

**Instructor's name, rank/role/title, and any relevant degree(s), licensures(s), and/or certification(s)**

**Faculty office number/location, campus telephone number, email address, and office hours**

**Course description and statement of student learning outcomes for the course.**

NOTE: Faculty are encouraged to link specific learning outcomes/goals with specific learning activities and experiences as well major modes of evaluation and assessment that help students make meaningful progress toward those goals.

## EXAMPLES:

LEARNING GOALS	TEACHING/LEARNING ACTIVITIES	FEEDBACK AND ASSESMENT
1. The students will be able to identify and describe the major theories of human development.	<ul style="list-style-type: none"><li>• In-class lecture/discussion</li><li>• Case studies</li><li>• Small-group project</li></ul>	<ul style="list-style-type: none"><li>• Weekly quizzes</li><li>• Lab reports</li><li>• Mid-term/final (case study analysis)</li></ul>
2. Understand and analyze the key elements of design in any work of art.	<ul style="list-style-type: none"><li>• Online exercises</li><li>• In-class review</li><li>• Formal analysis project</li><li>• Museum excursions</li></ul>	<ul style="list-style-type: none"><li>• Formal analysis quizzes online</li><li>• Portfolio of image analyses</li><li>• Journal on museum excursions</li></ul>

Adapted from L. Dee Fink, *Creating Significant Learning Experiences*. Jossey-Base, 2003

**Required, recommended, and optional textbook(s) and other course materials;** include 13-digit ISBN for all text materials.

### Attendance policy

NOTE: in constructing your attendance policy, please be aware of Trinity's general [policy on Attendance and Examinations](#).

### Participation

NOTE: Clearly state what counts as class participation and provide clear guidance or information about requirements for how often are students expected to participate and in what ways. It may be helpful to share rubrics for evaluating class participation. You can find model rubrics on Rubistar.com

### Information about Graded Assignments

**1. Provide a clear enumerated list of homework, quizzes, exams, tests, and other course activities, including group work and/or presentations,** that will be evaluated; clearly indicate their due dates and the point or percentage value of each assignment in the final grade. Ex: Paper 1, Due 10/2/15, Worth 20% of grade. . .

**2. Enumerate policy regarding assignment completion deadlines and late work**

This statement should include information about when an assignment is considered late, how assignments should be submitted (hardcopy only? In class only? Via email? What formats are acceptable?), and the consequences for late work, including any penalties or grade deductions.

3. Provide details about your evaluation methods. (For example, you might refer students to your evaluation rubrics, and alert them to policies for grading late work.)

NOTE: when constructing evaluation and assessment methods, be aware of Trinity's [policy on Grading Systems](#), which includes information about dealing with incompletes, grade changes, withdrawals, and repeated courses. Here an example grade scale:

<b>Grade</b>	<b>%</b>
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	59 and Below

The discussion of grading in your syllabus should also include the percentage or weight of all groups of graded activities or experiences that will comprise the final grade (i.e.: quizzes = 10%, exams = 20%, etc.). If group work and/or presentations are a component of the course, be sure to address whether or not this work is required and provide specific details about group work/presentations: length of presentation, composition of groups, method of evaluating presentations or group work, what happens if a member of a group is absent for presentations or other group activities, etc. Alternately, this information could appear in the assignment sheets for specific activities themselves.

### **Special department or program policies (as applicable)**

#### **Statement on Technology (as applicable)**

NOTE: This statement addresses the level of technology usage and any policies regarding use of cell phones, PDAs, laptops, and other personal electronic devices.

#### **Statement regarding academic behavior standards and academic dishonesty**

SAMPLE STATEMENT:

Academic dishonesty is a serious offense and will be prosecuted. The penalties for plagiarism and other forms of cheating range from course failure to dismissal from the University. The Trinity Course Schedule indicates that, “Trinity is devoted to the highest standards of academic honesty and intellectual integrity. As an institution of higher education founded in the Catholic intellectual tradition and rooted in liberal learning, Trinity challenges students to develop sound moral and ethical practices in their study, research, writing and presentations; in their examinations and portfolios; and in all of their relationships and actions as members of the academic community.

The values that are central to the Trinity experience animate the Honor System that has been a part of the Trinity College community since 1913. All members of the Trinity community, students, faculty, and staff, are expected to uphold a way of life that embraces personal integrity and responsibility, the foundation of the

Honor System. The Honor System reflects a personal commitment on the part of all members of the community to individual integrity and shared trust, hence it also reflects a community commitment to abide by University policies, rules, and regulations. Upon joining the Trinity community, each student and each member of the faculty and staff agrees to adhere to the following honor pledge:

*I realize the responsibility involved in membership in the Trinity College community. I agree to abide by the rules and regulations of this community. I also affirm my intention to live according to the standards of honor, to which lying, stealing, and cheating are opposed. I will help others to maintain this responsibility in all matters essential to the common good of the community.*

NOTE: Instructors should also include any additional information or policies regarding the use of source material, evidence, and citations formats. Be sure to provide guidance on where students may learn more about preferred or required citation styles.

### **Statement on Special Accommodations**

Any student who may need an accommodation because of a documented disability, please make an appointment to see Ms. McManus in Main 212 during her posted office hours. In order to receive accommodations, a letter from Disability Support Services authorizing your accommodations will be needed. Contact the Office of Disability Services online <http://www.trinitydc.edu/disability/>. Phone: (202) 884-9358. Email: [mcmanuski@trinitydc.edu](mailto:mcmanuski@trinitydc.edu).

### **Course Calendar**

This calendar is a detailed list of activities associated with each class period, including assignments, due dates, and exam or other test events. It is also recommend that this section include administrative deadlines such as early alert, midterm grades, last to withdraw, etc. Trinity's academic calendar, with a complete list of administrative deadlines, is located [here](#). It is usually helpful to indicate that the course calendar is subject to change with notice in class and via email and/or Moodle.