

Minimum Elements of a Graduate School Syllabus

1. **Course Number and Title**
2. **Instructor** (Who as well as where, when and how to contact. Office hours should be convenient for students enrolled in the course. Electronic mail addresses should be included whenever possible)
3. **Prerequisite Requirements** (List courses, experience, skills, permission, level, etc.)
4. **Course Description** (Copy from the current Graduate Catalog or the course approval form if it is a new course)
5. **Course Objectives/Learner Outcomes and Assessment** (This section should indicate to students what they can expect to know and/or be able to do as a result of successfully completing the course requirements. Outcomes should be written in terms of the knowledge or skills students will attain rather than material covered in the course. Methods for the assessment and/or evaluation of the completion of learner outcomes should be included as per the requirements for new course proposals. Outcomes where appropriate should be correlated with the program outcomes as described in the department report to the Graduate Council Academic Standards Committee. A diversity statement should be included when it is appropriate to a specific discipline.)
6. **Modes of Instruction** (Students should know what they will be doing in order to attain the objectives/outcomes listed above, i.e. listening to lectures, participating in discussions, discussing cases, doing research, reading assignments, completing laboratory work, field work, receiving critiques of individual and/or group projects, etc.)
7. **Course Outline** (Typically by class session including appropriate correlation to text chapters, journal articles, case studies, etc.)
8. **Course Requirements** (Students should know what is required of them including: text, attendance, class participation, readings, papers, projects, reports, lab work, technological competencies, and any other performance expectations. Information presented here should relate directly to the achievement of the objectives/learner outcomes described in item 5.)
9. **Evaluation** (Students should know how they are going to be evaluated including the frequency and types of examinations and other elements that will form the basis of their grade. The weight given to each element should be included.)
10. **Current Bibliography**
11. **Accommodation Statement** (A statement dealing with the policy for accommodating students with a disability incorporating the language suggested by the DRC)
12. **Academic Honesty Statement** (A statement addressing the instructor/department policy regarding pertinent issues such as plagiarism, cheating on examinations etc. and the consequences.)

Examples of course syllabi can be found in the appendices of the program reports submitted to the ASC. These documents and examples of new course proposals that include many of the components of the syllabus requirements are stored for consultation at Buley library. New course proposals can be viewed online by the department representative(s) to the Graduate Council by accessing the WebCT account for the School of Graduate Studies.

These guidelines were approved by the Graduate Council (4/4/1988) and are amended from a memorandum prepared and disseminated by Dr. Rod Lane (10/3/1990).