

Xavier University Syllabus Checklist

Syllabi are to be available for students on the first day of class. Syllabi are REQUIRED to include the following:

- Course Title, number and section
- Number of semester hours, day(s) and time of class meeting(s); building and room number
- Semester and year of the course
- Name of professor, location of office, office phone number, and e-mail address.
- Office Hours (for full time faculty – a minimum of 6 hrs/week spread throughout the week to include mornings and afternoons)
- Specific** expectations of students for continuation of class in the event of an evacuation (Emergency preparedness information is available on the university website at <http://www.xula.edu/temp/emergency/index2.html>).
- Course description as in the catalog including any pre and co-requisites
- Required text(s) and supplemental text(s) – title, author, publisher, edition
- Course objectives
- Course policies including attendance, make-up exam policies, penalties for late work, etc.
- For 1000 level courses, a statement on the FE policy (refer to the Faculty Handbook, Section IV, p.1)
- Requirements for any assignments including papers, presentations, projects, etc.
- Specific technology expectations of the students such as word processing, email, Blackboard, etc.
- Mid-semester and final grading procedures indicating all factors to be included in grade determination and the weight of each factor. It is necessary that students have ample information at mid-semester so as to make informed choices about withdrawing from classes. Therefore, it is essential to have more than one exam to compute a mid-semester grade for a Freshman or Sophomore-level course.

- A statement on the policy regarding cheating (refer to the Faculty Handbook, Section IV, p.3)
- Course outline and schedule of activities including readings, assignments, quiz and test dates, etc. Include the date of the final exam (as found in the course schedule booklet)

The following is a list of syllabi enhancements. These are not required and might not fit all courses or all teaching styles. However, your syllabus sets the tone for your course on the first day of class, so you might want to consider if your students would benefit from any of the following?

- Statement that encourages students to see you outside of class
- Description of and rationale for your teaching methods
- Expected student behavior (e.g. read the assignments BEFORE class, come on time, participate in discussion, etc.)
- Description of what students can expect from you
- Tips for maximum success (e.g. advice on how to study for quizzes and exams, etc.)
- Information on resources which might be helpful to the students (e.g., useful websites, campus services, etc.)
- Any other information that would help students succeed in your class

The following are some useful websites concerning syllabi:

<http://www.wcsu.edu/celt/syllabus.htm>

Published by the Center for Excellence in Learning and Teaching at Western Connecticut State University this site presents some interesting perspectives on syllabi from the literature on teaching and learning.

<http://web.austin.utexas.edu/wlh/>

Published by the University of Texas at Austin, the World Lecture Hall provides many examples of syllabi (and other course materials) from various disciplines.