**Syllabus Requirements**

Every syllabus must have all of the following information in order to comply with both the SACS and JMU requirements. (See <http://www.jmu.edu/curriculum/syllabus.shtml> for more information.)

SACS requirements:

* **Goals of the course**

Examples: Course objectives, learning outcomes

* **Nature of the course content**

Examples: Catalog description, prerequisites, corequisites, schedule, method of instruction

* **Requirements of the course**

Examples: Course texts, assignments and due dates, contact information, policies on academic honesty, accommodations, attendance, classroom etiquette, make-ups, participation, professional behavior, etc.

* **Methods of evaluation**

Examples: Assignments (quizzes, tests, papers, projects, etc.) and their weighting/percentage, homework, how final grades are calculated, etc.

JMU requirements:

The Division of Academic Affairs recommends that the following information be included as part of each course syllabus. You may also choose to link to the Student Syllabi Resource Web site ([www.jmu.edu/syllabus](http://www.jmu.edu/syllabus)) as part of your syllabus.

* Course Information (Course number, title, section number and credit hours)
* Instructor Contact Information
* Office Hours
* Attendance Policy
* Academic Honesty/Honor Council Statement
* Adding/Dropping Courses Policy
* Disability Accommodations
* Inclement Weather Policy
* Religious Observation Accommodations

Syllabus Requirements Checksheet Syllabus # \_\_\_\_\_\_\_

Course Number & Section \_\_\_\_\_\_\_\_\_\_\_ Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following information is required on each syllabus. If anything is missing, revise your syllabus accordingly, and make it available to your students. Please send an electronic copy of the corrected version to Sheila. If you have questions about the format or required information, please contact a member of the C&I committee.

 \_\_\_\_\_\_ Instructor Contact Information

 \_\_\_\_\_\_ Credit hours

 \_\_\_\_\_\_ Section number

 \_\_\_\_\_\_ Office hours of primary instructor (and lab instructors if applicable)

 \_\_\_\_\_\_ Course Goals/Objectives

 \_\_\_\_\_\_ Full Catalog description (Exact wording from catalog, including everything)

 \_\_\_\_\_\_ Course requirements

 \_\_\_\_\_\_ Attendance policy

 \_\_\_\_\_\_ Methods of Evaluation: Grading scheme (lecture or lab sections)

 \_\_\_\_\_\_ JMU policies (Add/Drop, Disability, Weather, Religious) (link to Syllabus webpage)

 \_\_\_\_\_\_ Separate syllabus for undergraduate and graduate versions of the course

 \_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C&I Review of Syllabi

The C&I committee is being asked to continue to review each syllabus for its conformity to University standards. We are requesting the following:

1. Deadline for submission. All syllabi must be submitted to the Biology Office no later than one week after the beginning of the semester.

2. Courses with multiple lab sections. The instructor who assigns the grades for a given section (the "lecturer") will provide a syllabus that contains all of the required information for both the lecture and lab components of the course. This should include the names and contact information of the lab instructors. A statement can be included that information specific to each lab section will be distributed in lab. Lab instructors must not distribute a "syllabus"--instead, they may distribute an "information sheet" with information specific to their section.

3. 49x courses. Each instructor needs to submit a separate syllabus for each course. We strongly recommend that all 49x courses use the "standard" syllabus template. Additional material can of course be given to students.

4. Standardization of syllabi. The C&I committee provides a "standard" syllabus template that is available (but not required) for instructors to use (see attached). If instructors choose not to use the template, we request that their syllabi include headings that will easily identify the required information.

**Syllabus**

**Course Information**

[Unit abbreviation, course number, section number]

[Course name]

[Semester and year]

[Days/time class meets]

[Location class meets]

**Instructor Information**

[Instructor’s full name]

[Location of instructor’s office]

[Instructor’s office phone]

[Instructor’s e-mail address]

[Office hours: see <http://www.jmu.edu/biology/office_hours.shtml> ]

[Preferred contact times. Indicate how and when to contact you; indicate preferences or restrictions (e.g., no phone calls at home after 10 PM) if you have them.]

**Goals of the Course**

[Describe the goals you have established for the class. This should include the course objectives and learning outcomes. Include, if applicable, the goals the course is expected to meet in General Education (<http://www.jmu.edu/gened/clusters.html>), the major, minor or concentration.]

**Nature of Course Content**

[Provide a description of the course.]

**Course Description**

[Include the catalog description, any prerequisites or corequisites, a course schedule and the method of instruction as applicable.]

**Assignments and Due Dates**

[Give a calendar of assignments, as appropriate, here. Include the date and time of the final exam. Indicate classes that you know in advance will be cancelled.]

**Methods of Evaluation**

[Detail the way student work will be evaluated during the course. Examples include tests, quizzes, and reports and papers. Indicate make-up policy.]

**Grading**

[Clarify the method that will be used in calculating the final grade. Include a weighting of all activities that will be considered when calculating the final grade.]

**Requirements and Policies**

[This section should include all class requirements and policies.]

**Required Texts**

[Include where available and whether or not alternative editions are acceptable, indicate material on reserve.]

**Attendance**

[Detail the course attendance policy.]

**Participation**

[Address the role class participation factors into the course and evaluation of a student’s performance.]

**Academic Honesty**

[Policies for academic honesty and plagiarism can be found here: <http://www.jmu.edu/syllabus/>]

**Adding/Dropping Classes**

[Policies for adding and dropping courses can be found here: <http://www.jmu.edu/syllabus/>]

**Disability Accommodations**

[Policies for disability accommodations can be found here: <http://www.jmu.edu/syllabus/>]

**Inclement Weather Policies**

[Policies for inclement weather can be found here: <http://www.jmu.edu/syllabus/>]

**Religious Observation Accommodations**

[Policies for religious observation accommodations can be found here: <http://www.jmu.edu/syllabus/>.]