



**-CHECKLIST-
Minimum Syllabus Requirements**

REQUIRED

- Course title, number, and term (e.g., Spring 201X), meeting times and location**
- Course description and prerequisites**
 - Prerequisites, even if none should be given and must match course form and catalog.
 - In addition to material chosen by instructor, the course description should closely follow the catalog description for the course.
 - In some instances, the course description may include a rationale or context for the subject matter within the discipline.
- Learning Outcomes (required for undergraduate courses only)**
 - A learning outcome is defined as a statement of what the student will know or be able to do upon successfully completing the course. It must be both observable and measurable using verbs from *Bloom's Taxonomy* ([Click here for link to Bloom's Taxonomy](#)). The outcomes may include competencies developed in the course. Learning outcomes define what students need to do to show mastery of course materials. Additional assistance with learning outcomes is available through the Center for Teaching Excellence <http://cte.tamu.edu> and the Office of Institutional Assessment <https://assessment.tamu.edu/>.
- Instructor information**
 - Name, telephone, email, office hours and location. Not necessarily needed for new course requests – TBD place holder can be used in this case.
- Textbook and / or resource materials**
- Grading policies**
 - Must include a grading scale (A=90-100, B=80-89, etc.).
 - Include weights as applicable to exams, lab assignments, field student work, projects, papers, homework, class attendance and participation, and other graded activities in the calculation of the course grade.
 - If more than 10% of grade is based on participation, syllabus should explicitly define and outline how grade is determined.
 - Stacked courses – syllabus must clearly indicate additional work required for graduate students.
 - Changing grading policies should occur only under extraordinary circumstances.

For example:

<p>Standard Letter Grading Scale:</p> <p>A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = <60</p>	<p>Grading Assignment (standard letter grading scale):</p> <p>Three in-class exams: 10 points each (30 points of final grade) Five take-home assignments: 10 points each (50 points of final grade) Course summary project: 10 points of final grade Participation: 10 points of final grade</p>
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<p>Points Grading Scale:</p> <p>Out of 400 assignable points A = 360-400 points B = 320-359 points C = 280-319 points D = 240-279 points F = <240 points</p>	<p>Grading Assignment (points grading scale):</p> <p>Three in-class exams: 100 points each (300 points of final grade) Report: 25 points of final grade Individual Project: 25 points of final grade Group Project: 25 points of final grade Participation: 25 points of final grade</p>
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Attendance (Absences) and make-up policy statements

- Include website link to Student Rule 7: http://www.tamug.edu/stulife/Academic_Rules/7_Attendance.html
- Must include an attendance and make-up policy, especially if attendance/class participation will count as a grade.
- Policies should detail excused absences, unexcused absences, and make-up policies.
- Attendance and make-up policies should not contradict student rules.

Recommended Statements (These Recommended Statements become required if instructor does not have own policies that comply with Student Rules.)

Statement on Absences (Attendance):

Information concerning absences is contained in the University Student Rules Section 7 (http://www.tamug.edu/stulife/Academic_Rules/7_Attendance.html). The University views class attendance as an individual student responsibility. All students are expected to attend class and to complete all assignments. Please consult the University Student Rules for reasons for excused absences, detailed procedures and deadlines as well as student grievance procedures (Part III, Section 45).

Make-up Policy:

If an absence is excused, the instructor will either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If the instructor has a regularly scheduled make up exam, students are expected to attend unless they have a university approved excuse. The make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence.

The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for the absence. Reasons for absences that are considered excused by the university are found in Student Rule 7 (http://www.tamug.edu/stulife/Academic_Rules/7_Attendance.html). The fact that these are university-excused absences does not relieve the student of responsibility for prior notification and documentation. Failure to notify and/or document properly may result in an unexcused absence. Falsification of documentation is a violation of the Honor Code.

Course topics, calendar of activities, major assignments, test dates

- 14 weeks (15th week is first week of finals).
- Include lab hours.
- Must include dates on which major exams will be given and assignments will be due and should not be changed without notification of all students in the course.

Americans with Disabilities Act (ADA) Policy Statement

- Use current ADA statement:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Counseling Office, Seibel Student Center, or call (409)740-4587. For additional information visit <http://www.tamug.edu/counsel/Disabilities.html>.
- Do not change statement; add separate paragraph if additional information is needed.

Academic Integrity Statement and Policy

- *"An Aggie does not lie, cheat or steal, or tolerate those who do."*
- Include Aggie Honor Code statement (above) and website link <http://www.tamug.edu/HonorSystem>
- It is further recommended that instructors print the following on assignment and examinations:
"On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work."
[Signature of the Student]



Recommended Syllabus Statements (NOT REQUIRED):

Statement on the Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law designed to protect the privacy of educational records by limiting access to these records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Currently enrolled students wishing to withhold any or all directory information items may do so by going to <https://howdy.tamu.edu> and clicking on the "Directory Hold Information" link in the Student Records channel on the MyRecord tab. The complete FERPA notice to students and the student records policy is available at the Office of the Registrar webpage: <http://registrar.tamu.edu/Catalogs,-Policies-,-Procedures/FERPA/FERPA-Notice-to-Students#0-StatementofRights>

Items that can never be identified as public information are a student's social security number, citizenship, gender, grades, GPR or class schedule. All efforts will be made in this class to protect your privacy and to ensure confidential treatment of information associated with or generated by your participation in the class.

Optional Text in addition to the FERPA Statement above:

Directory items include name, UIN, local address, permanent address, email address, local telephone number, permanent telephone number, dates of attendance, program of study (college, major, campus), classification, previous institutions attended, degrees honors and awards received, participation in officially recognized activities and sports, medical residence location and medical residence specialization.

Statement on Course Evaluations

The PICA (Personalized Instructor/Course Appraisal) is an online course evaluation for Texas A&M. We highly encourage you to complete an evaluation for each course on your schedule. Student input is a critical component used to improve curriculum and teaching. Each faculty member values your input to improve his/her methodology. Your comments can also significantly impact the mix and membership of faculty. The PICA website is available at <http://pica.tamu.edu>, your Howdy portal, or by scanning:



Additional Resources:

Rule References: http://www.tamug.edu/stulife/Academic_Rules/7_Attendance.html and
http://www.tamug.edu/stulife/Academic_Rules/10_Grading.html

Helpful links for syllabus construction:

- o Academic Calendar <http://www.tamug.edu/catalog/calendar.html>
- o Final Exam Schedule <http://www.tamug.edu/admissions/records.html>
- o On-line Catalog <http://www.tamug.edu/catalog/>
- o Student Rules <http://www.tamug.edu/stulife/>
- o Center for Teaching Excellence <http://cte.tamu.edu/>
- o TAMUG Syllabus Template: <http://www.tamug.edu/AcademicAffairs/faculty/>
- o Blooms Taxonomy Action Verbs for Measurable Learning Outcomes:
http://www.tamug.edu/faculty/Blooms_Taxonomy_Action_Verbs.pdf