

Syllabi Expectations

As stated in Article 11.3 A(3) of the CSU-AAUP Agreement, “one copy of each syllabus shall be filed with the Chair and supplied to the students at the start of classes. The syllabus shall contain grading and pedagogical guidelines as well as course content and assignments.”

A. Template for CSU Syllabi (from Faculty Senate Home Page:
<http://www.csuohio.edu/organizations/facultysenate/>)

Heading

1. Identification of the course as a CSU class
2. Semester/year in which class is being taught
3. Course number, title, credit hours
4. Course pre-requisites, if any
5. Instructor name and contact information (telephone/email/office address/office hours)
6. Course meeting times, classroom

Content

1. Course objectives (e.g., a narrative describing the course content or a list of learning outcomes)
2. List of required materials
3. List of assignments for which students will be graded and weighting of assignments
4. Schedule of assignments – if unscheduled assignments will be used, this should be indicated on the syllabus.
5. Grading Criteria (i.e., definition of an A grade, B grade, etc.) as applicable.
6. Calendar of topics – it is understood that this is approximate and that instructors frequently modify their plan as the semester progresses. However, students should be given a sense of what topics will be covered and approximately when and in what order.
7. Course policies – plagiarism, attendance, make-up exams, etc.
8. General education statement: if appropriate, indicate which general education requirement(s) does the course satisfy and include a brief summary of the guidelines for that requirement (standard language will be developed by UCC and made available on the web).
9. TA's name, contact information (if appropriate)

Policy: The wording of any statement about disability accommodation should be EXACTLY as follows:

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216)687-2015. The Office is located in MC 147. Accommodations need to be requested in advance and will not be granted retroactively.

November 8, 2006

Amended May 7, 2015