

Winthrop University
College of Arts and Sciences
Syllabus Policy

*All courses must include the minimum information listed below.
Individuals may choose to provide additional information as needed.*

File Name Required Format: Name-DesignatorAndCourseNumber-SectionNumber-Term

Examples: [KosterJ-WRIT101-001-F12.pdf](#) [LeeE-HIST211H-001-S13.pdf](#) [BellC-BIOL150-101-M13.pdf](#)

A syllabus provides a course description, sets forth the vision for a course, and informs students of what is expected of them in meeting course requirements. The Southern Association of Colleges and Schools (SACS) requires that “students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.”

Winthrop University and the College of Arts and Sciences collect electronic copies of syllabi each term in order to meet accreditation standards. A syllabus must be available electronically for every course assigned a unique CRN in the Banner system. This means that **in addition to regularly scheduled courses, a syllabus is needed for honors sections created when a student and faculty member create an honors contract, when an internship is completed for course credit, when a student is taking independent study credit, and when a thesis credit is scheduled.** Further, syllabi are maintained and archived according to the name and primary college of the instructor; therefore, **faculty teaching courses outside of their primary department must provide a copy of the course to their home department in addition to the department in which the course is housed.** For example, an instructor in the department of English who is teaching HMXP 102 would submit the syllabus for that course to the English department (in addition to University College) so that the syllabus can be included among all those submitted to the CAS Dean’s office by the English department for all its faculty.

A syllabus must be distributed to students in all courses in either hard copy or electronic format (Note: The College strongly recommends electronic distribution, either via email or by posting on Blackboard). An electronic copy must be forwarded to the department chair **no later than the end of the first week of classes.** Department chairs will then forward the electronic copies to the dean’s office.

Content Requirements

All syllabi, regardless of format, are required to include:

- *Course designator and number, section number, and course title*
- *Credit hours*
- *Name(s) of instructor(s)*
- *Contact information* for all involved in teaching the course, including office locations, office hours, e-mail addresses, and phone numbers
- *Course goals:* These are the broad goals that may appear in a formal course description. They should connect to and/or be a part of program goals in the major, and they should include the [University Level Competencies](#).
- *Student learning outcomes:* These are the specific and measureable skills, knowledge, and attitudes that students should be able to do or to demonstrate as a result of the course. Learning outcomes are often expressed in such terms as “Students will demonstrate...” or “Students will acquire knowledge about...” In a science course, for example, a student learning outcome might be the following, as listed in the General Education Program: students will “identify and develop hypotheses, design studies, and collect data in light of these hypotheses.” In an ethics course, a student learning outcome might be the following: students will demonstrate the use of an ethical framework in explaining the consequences of decisions. It is important to keep in mind that student learning outcomes are connected to course goals and larger program goals; therefore, the learning outcomes constitute an important part of program assessment plans.
- *Course requirements*

- Student Learning Activities (performance measures): These are the activities and assignments that are used to evaluate students' achievement of the learning outcomes and include such things as tests, performances, research assignments, papers, debates, oral presentations, essays, lesson plans, marketing plans, etc. In a science course, such items might include the development of an experiment and the collection of data to test a hypothesis about the response of damaged cardiac muscle to a specific protein. In a philosophy course, such items might include an essay in which students must analyze the ethical implications of a case study describing team decision-making.
- Other course requirements such as required and optional texts, field trips, safety procedures, etc.
- *Grading system*, including plus and minus grade policy
- *Attendance policy*
- *Tentative course calendar or schedule*
- *Final exam date and time* (Note: the deadline for an online course's final exam or cumulative assignment must be during exam week)
- *Syllabus change policy*
- *Students with disabilities policy*: Winthrop University is dedicated to providing access to education. If you have a disability and require specific accommodations to complete this course, contact the Office of Disability Services (ODS) at 323-3290. Once you have your official notice of accommodations from the Office of Disability Services, please inform me as early as possible in the semester.
- *Student code of conduct*: As noted in the Student Conduct Code: "Responsibility for good conduct rests with students as adult individuals." The policy on student academic misconduct is outlined in the "Student Conduct Code Academic Misconduct Policy" in the online [Student Handbook](#). More explicit policies relative to a specific discipline/department may also be posted in a syllabus.
- *List of General Education Program area(s) that the course fulfills.*
- *Graduate level requirements in 500-Level Courses*: A 500-level course may have students who are taking the course for graduate credit and others who are taking it for undergraduate credit. According to SACS guidelines, a syllabus must indicate the specific course requirements that address the advanced nature of the course and the advanced requirements for graduate students.
- *Global Learning Initiative Statement for courses with at least one global component*:
 - The global learning component(s) of this course is/are the following: {insert list. For example, 'a comparison of the US Bill of Rights and the Universal Declaration of Human Rights' or 'students will read nine culturally different versions of the Cinderella story' or 'students will engage with non-native English speaking students attending the Rock Hill public schools'}."
 - Courses in foreign language or those approved to meet the General Education Program's Global Perspectives requirement may simply state, "This course participates in the Global Learning Initiative by its very nature."
- *Online Learning*: Syllabi for online learning courses must also include the following:
 - Statement concerning course management: "Students who are enrolled in online courses are entitled to the campus resources made available to on-campus students. These resources include admissions counseling and health services, library, student services, and recreational facilities. Questions regarding access to these resources should be directed to the assigned academic advisor."
 - Information regarding any mandatory on-campus meetings, field trips, or specialized library or laboratory work expected of the student in the course.

Recommended Information

Departments may have additional syllabi requirements. The following information is recommended:

- *Course catalog description*
- *Prerequisites*
- *Classroom where the course is held*
- *Discussion of teaching philosophy and methods*
- *Expectations for students*
- *Important academic dates, such as drop and add, withdrawal, S/U status*

- *Other important policies* (The CAS Faculty Assembly adopted a [policy on handheld electronic devices](#) [cell phones, etc.] in the classroom, available on the College Faculty Resources webpage.)
- *Information on support services* such as the Academic Success Center, Mathematics Tutorial Center, and the Writing Center

Suggestions for alternative course types:

- *Honors sections in which a contract is designed:* the initial course syllabus with a copy of the honors contract is acceptable documentation. The instructor should make a copy of the contract before returning it to the student.
- *Independent Study:* A contract or list of guidelines with goals and expectations is acceptable documentation.
- *Internships:* The requirements, guidelines, or contract provided for the student outlining expectations is acceptable documentation.
- *Thesis Credit:* The guidelines and expectations for thesis creation are acceptable documentation. The instructor of record in the Banner system should be the thesis director.

Quick Reference Checklist for Required Syllabus Elements

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- ___ Attendance policy
- ___ Course designator and number
- ___ Course goals/University Level Competencies
- ___ Course requirements
- ___ Course title
- ___ Credit hours
- ___ E-mail addresses
- ___ Final exam date and time (or deadline, for online courses)
- ___ Global Learning Initiative Statement for courses with at least one global component
- ___ Online Course student services statement
- ___ Online Course info on mandatory on-campus or other location meetings
- ___ Grading system, including plus and minus grade policy
- ___ Graduate level requirements in 500-Level Courses
- ___ Instructor(s) office locations
- ___ List of any General Education Program area(s) that the course fulfills
- ___ Name(s) of instructor(s)
- ___ Office hours
- ___ Phone numbers
- ___ Section number
- ___ Student code of conduct
- ___ Student learning outcomes
- ___ Students with disabilities policy
- ___ Syllabus change policy
- ___ Tentative course calendar or schedule

Remember to turn in a separate syllabus for each of the following if you are the instructor of record:

- ___ Courses within the college (a separate syllabus for each section)

- Courses outside the college
- Honors sections
- Independent studies
- Thesis courses
- Internship courses