

# Syllabus Content

All Texas Wesleyan syllabi must include the content specified below.

## I. Course Information

1. Semester/Year
2. Course title, course number, and section number
3. Meeting day(s), times, and location(s)
4. Instructor Name
5. Telephone Numbers & Email address

## II. Office Location/Office hours

## III. Textbooks, Readings, and/or Bibliography

## IV. General Objectives or Expected Learner Outcomes

## V. Instructional Methods

## VI. Course Description (inclusive of catalog description and pre-requisite)/Course content

Must include a clear and precise calendar/chronological outline of the semester inclusive of topics covered, all exams, various planned quizzes, projects, papers and assignments with clear indication of the course grading value of each assignment, etc.

## VII. Evaluation and Grading

Should include specific grading system including the number of exams, quizzes, projects/papers and the way in which the final course grade is to be determined. Number of exams, quizzes, projects/papers may well be covered in items V or VI-2.

## VIII. Absence Policy

Syllabus must include an absence policy. The policy may be a reference to the one specified in the catalog or a different policy but may not be stricter than the catalog policy. Unless otherwise specified, the catalog policy will apply.

## IX. Texas Wesleyan Policies

### 1. All syllabi should include the following statement regarding University policies:

*Students should read the current Texas Wesleyan University Catalog and Student Handbook to become familiar with University policies. These policies include but are not limited to academic integrity, grade appeal, sexual harassment, student access to records, and others; policies specified in the current catalog are applicable unless otherwise stated in this syllabus.*

(Alternatively, faculty may choose to incorporate fuller statements on each of the areas mentioned above).

### 2. All faculty should incorporate the following statement regarding disability accommodations:

*Texas Wesleyan University adheres to a disability policy which is in keeping with relevant federal law. The University will provide appropriate accommodation as determined by the Director of the Counseling Center, Dr. Michael Ellison. Students must notify instructors of any permanent or temporary disabilities and must provide documentation regarding those disabilities prior to the granting of an accommodation. For assistance, students should consult with Dr. Ellison.*

### 3. Syllabi for courses involving laboratories which use chemicals should include the following:

*Due to the limitless variety of potentially hazardous chemicals which may be found in a scientific or other laboratory environment, students having known, or potential, health-related concerns, such as allergies, asthma, contact dermatitis, pregnancy, or other physiological sensitivities should check with their physician on the advisability of laboratory work. The instructor and/or chair of the teaching department will provide, upon request, a list of chemicals that will be used in experiments during the semester. More detailed information (that is, Material Safety Data Sheets) will be furnished by the deans upon written request.*

### 4. All syllabi should include the following statement regarding course syllabi:

*Course syllabi are intended to provide students with basic information concerning the course. The syllabus can be viewed as a 'blueprint' for the course; changes in the syllabus can be made and students will be informed of any substantive changes concerning examinations, the grading or attendance policies and changes in project assignments.*