

Rationale

The syllabus is the professor's contract with the student for the duration of the course. It is also the public document for communicating the academic elements of the course for which academic credit is awarded. Course content goals and outcomes, means of delivery, and means of assessment need to be included. (NEASC 4.31). Thus, the syllabus will indicate the level and amount of student learning that can be expected from a fully engaged student. (NEASC 4.33). Since faculty work with the administration to ensure the academic integrity of the course, means and measures involved in grading as well as policies concerning plagiarism also need to be included in the syllabus. (4.36)

Syllabus Course Description

All syllabi need to include the following information to identify the course, section, semester, professor. **Please note that the description of the course in the syllabus needs to correspond with the description of the course in the catalogue, which is the institutions contract with the students.** If the course has developed and changed significantly, for any reason, the course catalog description needs to be revised. UCC will also to be informed ~ as a "point of information" in most cases.

Course Identification

Please remember to include the following on all syllabi:

- Name of Institution
- Semester, Year
- Name of Course, Catalog #, Section #
- Day/time course meets
- Catalog description of course
- Number of Credit hours
- List of Pre requisites or Co requisites, if any.

Faculty Information

- Faculty Contact Information, including campus phone and email. We encourage you all to use Curry email address rather than personal ones. Thank you.
- Office location
- Office hours
- Research interests, optional, but many faculty at other institutions include this.

Course Content Description

- Course General Learning Objectives. You may want to include how this course fits into the larger learning objectives of the major/minor if appropriate.
- Course Learning Outcomes (3-5 are the usual number)
- Outcomes Assessment related to each Learning Outcome. Connect the quizzes, papers, exams to the learning outcomes.
- Textbook Readings (Please list all required textbooks and readings)

Course Format and Expectations

- Many professors include expected behaviors regarding personal technology.
- Attendance policy is required since this is a contract and if you fail a student for poor attendance, should the student file a complaint, the syllabus statement is the go-to document. Policies on arriving late are often included as well as what type of absences may be excused along with when and how.
- Acceptance of late work ~ or not ~ again, if this factors into the students' grading in your course, it needs to be clearly stated in the syllabus.
- Grading policies, such as rubrics or percentages of each assignment.

Statement of Disability Services/Accommodation

Students with disabilities who would like to receive academic accommodations this semester must meet with Chip Kennedy, the Disability Services Officer, as soon as possible to ensure that such accommodations are implemented in a timely fashion. He can be reached at 617-333-2252 or ckennedy0910@curry.edu to set up an appointment. Students enrolled in PAL should work with their PAL instructor to determine appropriate accommodations.

Information about academic support available on campus

This information may be especially helpful for first year students. Include a brief description of the support that relates to this particular course.

- Academic Enrichment Center writing and peer tutoring
- Levin Library Research Assistance Program
- Speaking Center

Academic Honesty Statement

Curry College values the integrity and effort of each of its students. Claiming authorship of the work done by others is not acceptable. This includes, but is not limited to the following:

1. Copying the answers of another student.
2. Submitting the work of another person as your own.
3. Submitting or restating the words and/or ideas of another person in a written text without appropriate citation
4. Submitting false information or authorship in citations.
5. Engaging in any form of cheating during a testing situation.

The College also expects that students will write an appropriate paper for each course when required. In other words, it is not acceptable to submit a paper written for a previous course for a current assignment, even though the topics may be closely related. On the rare occasion in which a student's learning may benefit from writing a paper applicable to more than one course, the student must get prior written approval from both instructors. Such approval is to be attached to the front of both copies of the paper when it is submitted.

At the discretion of the instructor, any of the above incidents in academic dishonesty may result in an “F” for the paper/exam/project or for the course. A letter to this effect may be sent to the student as well as a copy to the Dean’s Office to be kept on file. Upon a second offense, the Dean’s Office has the authority to dismiss the student from the College.

To appeal alleged plagiarism, see section F in the section on Academic Standing” in the Course Catalog.

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