

Montana Tech Recommended Syllabus

Purpose

- A syllabus communicates to students the general and specific information about the course as envisioned by a particular faculty member and provides an institutional record of the instructional plan for the course.

Policy Statement

- All Montana Tech instructors are required to distribute a course syllabus, either in print or online, to their students at the beginning of the semester.

Per the Montana Tech catalog, syllabi will be prepared for all courses and archived with the department.

Practice

The faculty recommends that the following minimum elements, *if applicable*, be included in each syllabus, as deemed appropriate by the faculty member or instructor (not necessarily in this order):

1. Title of course;
2. Course Number;
3. Course outcomes. FLOC outcomes are to be used if the course has been through the university system-wide common course numbering process. Adjuncts may need to have these course outcomes provided to them by the appropriate Department Head(s);
4. Grading criteria;
5. Textbook or software information plus any additional required supplies and/or equipment;
6. Required field trips, practices, etc., scheduled outside of regularly-scheduled class time, along with any attendant fees or other expenses;
7. Date of final examination, scheduled according to the University final exam schedule;
8. Instructor's policy for making up missed exams and assignments;
9. Instructor Information;
 - a. Name
 - b. Office location
 - c. Office phone number
 - d. Email address
 - e. Office hours; and
10. Statement on academic dishonesty.
11. Course CRN. The CRN is helpful for students to know when accessing Moodle, completing course evaluations, dropping a class, etc.;
12. Instructor's class attendance requirements;
13. Any pre-requisites for the course;
14. Course Web site (if existing);
15. Instructor's recommendations on which method of contact the instructor prefers (e.g., email, phone, in-person, by appointment, etc.);
16. Any course procedures unique to the course that might cause students to reconsider their enrollment in the course;
17. Evacuation location for the class in case of emergency.
18. ADA special accommodations statement and other relevant information;
19. Policy for use of cell phones, calculators and other electronic equipment in the classroom;
20. Information about required learning-management software, such as Moodle;
21. An advisory regarding the level of computer technology proficiency recommended to be successful in the class;
22. The University's drop dates (with and without a transcribed "W");
23. Instructor's educational credentials and professional background;
24. List of anticipated lecture topics;
25. Time and location