

Montana Tech

College of Technology – Office of the Dean

September 29, 2009

To: Deans' Council

From: John M. Garic

Re: Syllabus Requirements

Background

Etymologically syllabus means a "label" or "table of contents." The *American Heritage Dictionary* defines syllabus as outline of a course of study. The syllabus represents an important communication link and, indeed, a written understanding between faculty and students. A well-designed syllabus performs many important functions for the instructor and for the student, not the least of which is to help prevent misunderstandings during the course of the semester.

Purpose

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

Policy Statement

Effective Spring, 2010, 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 (first class session?). The following outlines the university requirements of what must be in a syllabus as well as other helpful guidelines regarding suggested syllabi content.

Syllabi will be prepared for all courses and filed with the department chairperson and the college dean.

A. The following minimum elements will be included in each syllabus (not necessarily in this order):

1. Title of course
2. Course Number and CRN Number
3. Any pre-requisites for the course
4. Course objectives/description/outcomes/competencies
 - a. Adjuncts will need to have these provided to them by Department Chairs
5. Performance measures/grading criteria and methods used to determine final course grade
6. Textbook information
7. Required and recommended (if any) resources, references, and supplies
8. Required field trips, practices, etc., scheduled outside of regularly-scheduled class time, along with any attendant fees or other expenses
9. Date of final examination, scheduled according to the University final exam schedule,

10. Course calendar with dates (tentative, at least) of required assignments, quizzes, and tests
11. Instructor's class attendance requirements
 - a. Reference must be made to official excused absences in catalog
12. Instructor's policy for making up missed exams and assignments
13. Instructor Information
 - a. Name
 - b. Title
 - c. Office location
 - d. Office phone number
 - e. Office fax number
 - f. Email address
 - g. Office hours
14. ADA special accommodations statement and other relevant information

B. Instructors should consider including (but are not required to include) the following in their syllabi:

1. Course Web site (if existing)
2. Instructor's recommendations on which method of contact the instructor prefers (e.g., email, phone, in-person, by appointment, etc.)
3. Any course procedures unique to the course that might cause students to reconsider their enrollment in the course
4. Policy for use of cell phones, calculators and other electronic equipment in the classroom
5. Information about required learning-management software, such as Blackboard
6. An advisory regarding the level of computer technology proficiency recommended to be successful in the class
7. The University's drop dates (with and without a transcribed "W")
8. Instructor's educational credentials and professional background