

B. SYLLABUS/OFFICE HOURS

Faculty members must make available a syllabus to each of their students, preferably on the first meeting day but no later than the third meeting day of each of their courses. The syllabus states the expectations of the course. A copy of each syllabus must be filed by faculty members with their department chair and with the dean of their college during the first week of each semester. A syllabus must contain the following information:

Course discipline and number

Course title

Semester offered

Instructor's name

Instructor's office location

Instructor's office telephone

Instructor's office hours (See below)

Course catalog description

Textbook (and any other items to be provided by the students)

Course objectives

Course content outline

Class schedule (Must include at least a weekly listing of substantive topics, with dates.)

Course Credits (A statement including the number of credits, classroom or directed faculty time, and expectations of out of class student work.)

Course requirements (due dates for tests, term papers, etc.)

Grading policy (See section II-C and II-E)

Attendance policy (See section II-F)

Honor Code statement

Other items (optional; name each item if used. Faculty are encouraged to include statement on the actions students should take in the event of inclement weather and the cancelling of classes.)

Bibliography (references required of all students; other references)