

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Policy on Course Syllabi
Policy Number: 02.78.13
Effective Date: September 1, 2003
Issuing Authority: Office of the President

Policy

Recognizing that students are better able to plan their academic work when fully informed about courses and that many Temple students pursue their education while balancing other important responsibilities, it is the policy of Temple University that students should be fully informed of course schedules, requirements, and policies by receiving a complete syllabus in each course during the first week of classes. Syllabi may be provided in text form, or may be posted on the website or other online format for the course, and shall be included as part of on-line information provided in on-line courses.

Exceptions to this policy may be granted by the Dean where, for any reason, the quality of a course and/or instruction in the course would be diminished by the requirement for circulation to students of a complete syllabus at the beginning of the semester.

Students should be provided at least the following information in a course syllabus:

1. The instructor's name, office address, office phone number, and University e-mail address, if any. The instructor should note any limitations or guidelines for student contact with the instructor by phone or email, such as specific times when the instructor does not wish to receive communications or reasonable expectations students should have about response time to e-mail or other messages.
2. The name of the course and the course number.
3. Any concurrent or previous courses, special skills or knowledge, or other co-requisites or prerequisites for student enrollment in the course or for effective participation in meeting course requirements.
4. A disability disclosure statement that invites students to disclose their needs, such as:

Any student who has a need for accommodation based on the impact of a disability should contact me privately to discuss the specific situation as soon as possible. Contact Disability Resources and Services at 215-

204-1280 in 100 Ritter Annex to coordinate reasonable accommodations for students with documented disabilities.

5. The times at which the course will meet during the semester and any dates and times of special sessions, field trips, or other activities that are scheduled in addition to the regularly scheduled class meetings established by the University.
6. A full and reasonably detailed statement of the course goals, including the substantive knowledge to be learned, any methods or techniques of learning that the student is expected to master and the learning outcomes for students that the course hopes to achieve.
7. A full statement of all required readings, other learning materials, instructional supplies or equipment, or other materials that students are expected to use in the course, including:
 - a. A list of all readings, learning materials and/or supplies or equipment that the student is expected to acquire and the bookstore or other vendor where the instructor has arranged for such books and/or materials to be available for purchase.
 - b. A list of any materials that the instructor will provide to students as well as when those materials will be available and where they are to be obtained, except that such information is not expected to be provided to students with respect to new materials that become available only during the duration of the course and cannot therefore be included in the syllabus.
 - c. A statement of the other required or recommended materials and the location where they may be obtained—e.g., reserve book section of the library, internet website, etc.
8. The syllabus shall include a statement of all academic requirements in the course, such as exams, quizzes, papers, demonstrations, exhibits, presentations, etc. and the date, time, and location at which those exercises will occur or those materials will be submitted. Recognizing that students may have academic obligations in several courses and may have family, employment, or other responsibilities, any changes in the schedule of academic requirements provided in the syllabus should be made only when circumstances in the conduct of the course will cause such scheduling changes to add substantial educational benefit for students; and reasonable advance notice, usually three weeks, should be given of changes in the scheduling of such academic requirements. However, when a faculty member has a personal or family emergency, which prevents him/her from fulfilling his/her professional duties, changes in the

scheduled of course activities may be necessary with shorter notice. The schedule of impromptu (“pop”) evaluations of student knowledge are not expected to be listed in the syllabus, but the instructor’s policy of using such exercises should be noted there.

9. The syllabus should set forth clearly the instructor’s policy about class attendance and any impact on student grades that may be associated with the instructor’s attendance policy. To avoid misunderstandings, it is also useful for instructors, when reasonably possible, to include any special provisions or requirements about course participation.
10. The syllabus should include a statement of the instructor’s grading policy, including the weight attached to any of the exercises or evaluations provided for in the syllabus and to class participation by students.
11. The syllabus should set forth the instructor’s office hours and whether the instructor is available by appointment at other times, including the manner in which such appointments may be made. Instructors who maintain websites, bulletin boards, or other on-line means of communication for students should indicate whether and when those means may be used by students wishing to communicate with the instructor without coming to his/her office.

No later than the end of the first week of classes, each faculty member should provide two copies of the syllabus for each course he/she is teaching to his/her department office or, in schools or colleges without departments, his/her dean’s office. One copy will be made available by the department office or dean’s office for inspection by members of the University community. The other copy will be sent by the department office or dean’s office, no later than the third week of classes, to the library that serves the campus on which the course is being offered, or to the Law Library for syllabi in the Law School, where they will be available for inspection by members of the University community.

Notes

1. Dates of official enactment and amendments:

Adopted by the President on November 1, 2002. Effective on September 1, 2003.

2. History:

none

3. Cross References

Presidential Policy #02.78.12, Presidential Policy on Faculty Office Hours