## Course Syllabus Guidelines Checklist, 2022-2023

The Academic Review Committee (ARC) provides the following checklist of required items for inclusion in your course syllabus. It is important that the course syllabus be detailed and comprehensive. The course syllabus constitutes an institutional agreement between the instructor and the students. Please make sure your proposal includes all relevant items as indicated below. This checklist represents the syllabus standard established by the faculty.

**Course Information**

College and School Names

Course Level (or Course Number, if known) Course Title, Credit Hours

Prerequisites and/or Co-requisites, if any

Semester and Year Offered

Class Meeting Day(s) and Time

If the course is cross-listed, a student chooses which section (i.e. subject code) they register for. Both course numbers should be listed on the syllabus. Also see note under “Course Description” below.

**Instructor Information**

Name, Title

Office Location and Telephone Number

E-mail Address

Office Hours (Must show a minimum of three hours)

Mailbox Location, School Office Location and Telephone Number

**Course Description**

Include a course description that provides an overview of the course. This is the description that will appear in the Course Catalog. It should generally be between 100-200 words. If you wish to have a lengthier description in the syllabus, add the additional material *after* the initial ‘Catalog’ description.

If the course is cross-listed, the final sentence of the Catalog description should read, "This course is cross-listed as xxxx." *(where xxxx is the course ID: subject and number)*.

**Student Learning Outcomes**

State the *program*-level student learning outcomes for the course and indicate the assignments to which they correlate (e.g. through use of a table, footnotes, or other indicator).

**Texts, Readings, Materials**

List *all* required readings in the documentation format (e.g., MLA, APA, Chicago) most appropriate for your discipline. Refer to the *Sample Course Syllabus Template* for format examples.

Include Required Readings/Texts – with sufficient bibliographic information to locate the source – and Required Readings on Library Reserve, where applicable, with full bibliographic citations.

**Course Requirements**

List course requirements with due dates, which could include:

* Tests
* Assignments
* Projects
* Term paper
* Class participation

**General Education Program Course**

If this is a General Education Program course, identify it as such. Identify its category and describe how/why this course satisfies the criteria for inclusion in this category. For additional information, please refer to the General Education Program section in this manual. Include the GE statement/description and GE outcome(s) (see http://www.ramapo.edu/fa/files/2013/04/Gen-Ed-SLOs-CurriculumMap.doc)

**Writing Intensive (WI) Course**

If this is a WI course, include the following information:

* General statement about the WI nature of the course and where to find support. For example:

Writing will be integrated into the life of this course. You will receive comments, direction, and support as you work on strengthening your writing skills. Your writing will be evaluated and returned in a timely fashion, allowing you to incorporate my comments into your future work. For help outside the classroom, please see me during my office hours and/or work with a writing tutor in the Center for Reading and Writing (CRW), Room: LC-420, x7557, [crw@ramapo.edu](mailto:crw@ramapo.edu). See the course schedule of assignments for when drafts and revisions are due [*Include these dates in the course schedule*].

* Include an overview of the WI assignments (if not already included under ‘Course Requirements’), including the grading policy for drafts and revisions. [*Describe whether drafts will be graded, and how those grades will be factored into the grade for the assignment or weighted for the course.*]
* Note that CRWT 102 is a prerequisite for all WI courses (except CRWT 102)

**Weekly Class Schedule**

For each class meeting, indicate required reading and any assignments. Also, indicate when assignments are due and how the final exam time will be utilized. For credit hour requirements by course type (lecture, lab, studio, etc.), please consult the policy at <https://www.ramapo.edu/provost/policy/credit-hours/>

**Grading Policy**

Include the grading scale, and indicate the percentage of a course grade allocated to each component of the course. [Tests can not be scheduled on religious holidays; please ensure that any additional policies for your classes do not conflict with College policy!]

**Attendance Policy**

Indicate how many absences are permitted, how they will affect the final grade, and how arriving late or leaving early will be handled.

Include the following statement:

A student who plans to miss one or more class sessions for religious observance, whether the religious holiday is recognized by the State of New Jersey or not, must notify the course instructor as soon as possible but no later than prior to the date of the religious holiday or the 50% refund date of the term in which the student is enrolled in the course (whichever comes first). The course instructor will not penalize the student for the absence and will allow the student to make up any work missed while absent for religious observance. Ultimately, it is the student’s responsibility to complete the work by the date agreed upon by the instructor and the student.

**College Policies**

**For additional College policies, *either* include (1) a link to the College-wide policies - OR - (2) include all of the statements on the syllabus.**

If you are going to just include the link, include this statement on your syllabus:

For the course policies on electronic forms of communication, academic integrity, and students with disabilities, please refer to the College-Wide Class Policies document online at <https://www.ramapo.edu/fa/arc/college-wide-policies-courses>

If you include the link, do not include the following.

If you are going to include the statements in the syllabus, see the following:

**Electronic Forms of Communication**

Include this heading and the following statement:

In accordance with College policy, I will use your Ramapo College email address (@ramapo.edu) to communicate with you about all course-related matters.

**Policy on Academic Integrity**

Include a statement consistent with the College policy. For example:

Students are expected to read and understand Ramapo College’s Academic Integrity Policy, which can be found online in the *College Catalog* (http://www.ramapo.edu/catalog-2017-2018/academic-policies/). Members of the Ramapo College community are expected to be honest and forthright in their academic endeavors. Students who are suspected of violating this policy will either be required to meet with the faculty member (and in the event of a ‘responsible’ finding, reported to the Office of the Provost), or be referred directly to the Office of the Provost, which will adjudicate the matter.

If it is your policy to refer *all* cases to the Office of the Provost, the final sentence should be changed to read, “Students who are suspected of violating this policy will be referred to the Office of the Provost.”

**Students with Disabilities**

Include this heading and a statement consistent with the College policy (which specifies that the student must be affiliated with OSS). For example: “If you need course adaptation or accommodations because of a disability that has been documented with the Office of Specialized Services, please make an appointment with me.”