

## Syllabus Guidelines

01AUG17

Note: italicized wording should be included in your syllabus.

- Course information:
  - o Title, SAC (subject area code), number, and section
  - o Class schedule (days and times) and semester/year
- Faculty contact information:
  - o Name
  - o Office address
  - o Office hours
  - o Telephone
  - o E-mail address (include wayne.edu address)
- Course Materials
  - o Required and optional textbook(s)
  - o Course pack
  - o Library materials
  - o Course materials fees if any
  - o Required and optional readings for assignments and exams
  - o Prerequisites: List of specific courses necessary to be enrolled in this class
- Class website: list your expectations for students' use of the class website. Currently the university maintains Blackboard as the course management system. Call C&IT at (313) 577-4778 if you have problems accessing Blackboard. If you plan to use a different course management system (e.g. Moodle, Canvas), provide information regarding accessing the site.
- Course
  - o Description
  - o Major and minor topics to be covered
  - o Overall course objective and specific learning outcomes (e.g., At the completion of this course, students will be able to...a)...b)...c).... See [assessment.wayne.edu](http://assessment.wayne.edu) for guidelines on developing learning outcomes
  - o Method(s) of instruction (lecture; lecture-discussion; lab; service-learning; on-line or blended instruction; etc.)
  - o Class Schedule – what topics, when and include when various assignments are due.
  - o Expectations concerning class attendance and participation
    - **NOTE:** if attendance/participation forms a basis for a portion or all of a course grade, this must be noted in your syllabus. Please include your expectations for class participation, its weight in the final grade, specification of any penalty incurred for each absence and the means, if any, to compensate for the absence.
  - o Evaluation specifics – details of each assignment or component of the evaluation including weights in the determination of the final grade.
    - Specific descriptions of the criteria and methods to be used in evaluating/grading student performance

- Grading scale – what constitutes an A, A-, B+ etc
- Inclusion of [tentative] due dates for assignments, exams, and papers
- Differential grading criteria/requirements may be required if this is a dual level course (i.e., at the 5000 or 6000 level and can be taken for credit by both undergraduate and graduate students). Make sure to articulate them here.
- Late assignments – what is considered late and what penalty, if any, there is for a late assignment.
- Make-up work and extra credit: List any policies you have.
- Incompletes - *Incompletes are reserved for extraordinary circumstances such as personal emergencies that can be documented. An incomplete is granted when a student has submitted the majority of their work and can successfully complete the work of the course without attending regular class sessions. The contract for incomplete work must be filed with the department office at the time of the grade assignment. See link for the form: <http://reg.wayne.edu/pdf-forms/incomplete.pdf> Incompletes, which are not converted to a letter grade within one year, will automatically revert to an F (failing grade). The instructor may choose a deadline sooner than one year and it is that date that will hold.*
- **Grade Appeals:** *The college policy for appealing a final grade can be found at: <https://cfpca.wayne.edu/files/gradeappeal.pdf>*
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- **Early Academic Assessment** (required of all classes below 4000; recommended for all others). Indicate on what you will base the grade filed. The EAA grade MUST be filed between the beginning of the third week of classes and no later than the end of the 6<sup>th</sup> week. Check the Academic Calendar for specific dates  
<http://reg.wayne.edu/students/calendar.php>
- **Confirmation of participation**– Within the first two weeks of classes, instructors are required to indicate whether a student who is officially registered for the class has in fact engaged in the class. If a student’s course participation is not confirmed by the instructor, the student is at risk for being administratively withdrawn from the course. Such a decision may have implications for their financial aid. Detail on what constitutes participation and the process of confirming participation can be found at this link <http://reg.wayne.edu/students/calendar.php>
- Cellphone, laptop, tablet use – articulate your policies (if any) on the use of technology in your class.
- Religious holidays (from the online Academic Calendar): *Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.*
- Student Disabilities Services
  - o (edited statement from the SDS web site): *If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located in the Adamany Undergraduate Library, 5155 Gullen Mall. The SDS telephone number is 313-577-1851 or 313-202-4216 (Videophone use only). Once your accommodation is in place, someone can meet*

*with you privately to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible and inclusive community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.*

- o Students who are registered with Student Disability Services and who are eligible for alternate testing accommodations such as extended test time and/or a distraction-reduced environment should present the required test permit to the professor **at least one week in advance of the exam**. Federal law requires that a student registered with SDS is entitled to the reasonable accommodations specified in the student's accommodation letter, which might include allowing the student to take the final exam on a day different than the rest of the class*
- *Academic Dishonesty -- Plagiarism and Cheating (edited statement from the DOSO's web site): Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct (<https://doso.wayne.edu/conduct>). Students who commit or assist in committing dishonest acts are subject to downgrading (to a failing grade for the test, paper, or other course-related activity in question, or for the entire course) and/or additional sanctions as described in the Student Code of Conduct.*
  - o Cheating: Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples include: (a) copying from another student's test paper; (b) allowing another student to copy from a test paper; (c) using unauthorized material such as a "cheat sheet" during an exam.*
  - o Fabrication: Intentional and unauthorized falsification of any information or citation. Examples include: (a) citation of information not taken from the source indicated; (b) listing sources in a bibliography not used in a research paper.*
  - o Plagiarism: To take and use another's words or ideas as one's own. Examples include: (a) failure to use appropriate referencing when using the words or ideas of other persons; (b) altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.*
  - o Other forms of academic misbehavior include, but are not limited to: (a) unauthorized use of resources, or any attempt to limit another student's access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users; (b) enlisting the assistance of a substitute in the taking of examinations; (c) violating course rules as defined in the course syllabus or other written information provided to the student; (d) selling, buying or stealing all or part of an un-administered test or answers to the test; (e) changing or altering a grade on a test or other academic grade records.*
  - o **Instructor:** note how you will handle evidence of plagiarism in terms of grading, e.g., fail the assignment, fail the course. You will need to follow the procedures outlined in section 10.1 of the student code of conduct to document and submit your decision.*
- *Course Drops and Withdrawals: In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is no tuition or fee cancellation. Students who wish to withdraw from the class must initiate a withdrawal request on Academica. The instructor must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. You*

will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. **No withdrawals can be initiated after the end of the tenth week.** Students enrolled in the 10th week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. Students who stop attending but do not request a withdrawal will receive an automatic F (Failing graded). Instructors may also deny the withdrawal request. More information on this can be found at:

<http://req.wayne.edu/students/policies.php>

**Note:** As the instructor you can establish an earlier deadline for withdrawal from the course. If you choose to do this, the deadline must be noted in the syllabus and highlighted for the students.

- Student services
  - The Academic Success Center (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit [www.success.wayne.edu](http://www.success.wayne.edu) for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses).
  - The Writing Center is located on the 2<sup>nd</sup> floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit <http://clasweb.clas.wayne.edu/writing> to obtain information on tutors, appointments, and the type of help they can provide.
  - **Library research assistance.** Working on a research assignment, paper or project? Trying to figure out how to collect, organize and cite your sources? Wayne state librarians provide on campus or online personalized help. Contact them at <https://library.wayne.edu/services/ask-a-librarian>
- Class recordings: Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student's personal instructional use. Such recordings are not intended for a wider public audience, such as postings to the internet or sharing with others. Students registered with Student Disabilities Services (SDS) who wish to record class materials must present their specific accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information.
- Online courses only:
  - Will class be held in case of school closures (e.g., due to snow)?
  - Hardware and software requirements
  - Are there any extra fees associated with access to required course materials (e.g., a subscription to Netflix)?
  - Are any synchronous meetings required; if so, what are the dates and times?
  - Are any proctored exams required? If so, how many and what is the method for proctoring (e.g., at a testing center or via an electronic proctoring system that might involve costs)?
  - Information on how to remotely access library resources