

SYLLABUS REQUIREMENTS

GENERAL INFORMATION

- Your syllabus is both a document about the course content, goals, requirements, and expectations and a guide for students to the kind of teaching and learning they can expect in your class and invites them to take responsibility for their own learning.
- You are encouraged to prepare an alternative instructional strategy to provide continuity of instruction in the event of unexpected course cancellations (official closings, delayed openings, etc.): directed readings, special assignments, online activities, or the like.
- Reviewing the syllabus with your students at the first course meeting is advised.

POSTING

It is strongly encouraged that you post a draft of the syllabus by the date students are registering (fall courses, April registration; winter courses; October registration; spring courses; November registration; summer courses, February registration). However, your syllabus must be available on the first day the class meets and must be posted in Blackboard. All revisions must be announced and posted labelling the syllabus a revision and providing the date of the revision.

ELEMENTS TO INCLUDE

Course Information:

- Course Title
- Full Course Number (school:subject:course:section:index)
- Semester/Year
- Location: building and room
- Meeting Day(s) & Time(s)

- Final Exam: date, time, location

Instructor(s) Information:

- Instructor Name
- Contact Information: office telephone and Rutgers University e-mail address
- Office Hours: location, day(s), time(s)

- Co Instructor or Teaching Assistant Information: name(s), office hours, contact information

Required Materials:

- A complete list of what materials are required and where they can be purchased or borrowed.

Course Description:

Learning Outcomes/Goals:

- Should be consonant with the department's expectations.

Course Policies & Expectations: Whatever tasks and assignments you include in your course should be aligned with the specified learning goals you have defined and specified earlier.

- Attendance, participation, and submission
- Other course expectations: communication, cell phone use, etc.
- Honor Pledge: You may wish to consider having students place the following honor pledge on all exams and assignments: *"On my honor, I have neither received nor given any unauthorized assistance on this examination (assignment)."*
- Detailed Evaluation and Grading Procedures & Criteria

Course Schedule & Assignments:

- Course Readings
- Assignments
- Tentative Course Schedule (revisions must be posted and clearly labelled "REVISION" with effective date)

Additional Course Resources

Rutgers University-Newark Policies

- **Academic Integrity:** As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational and research missions, and violations of academic integrity constitute serious offenses against the entire academic community.
 - **Academic Integrity Policy:** <http://academicintegrity.rutgers.edu/academic-integrity-policy/>
- **Disability Services:** Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, you must complete and submit the Registration Form, schedule and complete an intake meeting, and submit appropriate documentation. If your request for reasonable accommodations is approved, you will receive a Letter of Accommodations (LOA), which you should present privately to the instructor as early in the semester as possible. Accommodations are not retroactive and are effective only upon submission of the LOA to the instructor. Please begin the process by completing and submitting the Registration Form, Applying for Services, available at the website below.
 - **Applying for Services:** <https://ods.rutgers.edu/students/applying-for-services>
 - **Documentation Guidelines:** <https://ods.rutgers.edu/students/documentation-guidelines>
 - **Letter of Accommodations (LOA):** <https://ods.rutgers.edu/my-accommodations/letter-of-accommodations>
 - **Office of Disability Services (ODS)**
Suite 219, Paul Robeson Campus Center
(973) 353-5315
odsnewark@rutgers.edu
- **Religious Holiday Policy:** Students are advised to provide timely notification to instructors about necessary absences for religious observances and are responsible for making up the work or exams according to an agreed-upon schedule.

□ Learning Resources:

- Rutgers Learning Center (tutoring services)
Room 140, Bradley Hall
(973) 353-5608
<http://www.ncas.rutgers.edu/rlc>
- Writing Center (tutoring and writing workshops)
Room 126, Conklin Hall
(973) 353-5847
nwc@rutgers.edu

<https://www.ncas.rutgers.edu/writingcenter>