

APPENDIX C: SYLLABI

ESSENTIAL ELEMENTS/BEST PRACTICES FOR COURSE SYLLABI

Syllabi with the following information meet expectations within the UNI Faculty Handbook and UNI Policies and Procedures, and for meeting Higher Learning Commission's accreditation review standards for the university. Providing this information in course syllabi is one way instructors communicate expectations to their students.

1. Course Information

- a. Course name and course number
- b. Meeting times and location (or indicate if online)
- c. Faculty name, contact information, office location, and office hours
- d. Credit hours with the following note: "This course meets the Course Credit Hour Expectation outlined in the Course Catalog. Students should expect to work approximately 2 hours per week outside of class for every course credit hour."

Note: If teaching an asynchronous online course, an independent study, an internship or practicum or other non face-to-face course, the syllabus must include a description of the work involved that meets the definition above. For example, an internship could require that students spend at least 40 hours of work per credit hour at their internship, plus an additional five hours working on papers to meet the internship's requirements. This would be equivalent to the 45 hours of work per credit hour in a face-to-face course.

- #### 2. Course Learning Outcomes – Course learning outcomes are statements about the knowledge and skills that students are expected to know, be able to do, or value by the end of the course. Learning outcomes must be common across all sections and all modes of delivery for the same course. Additionally, learning outcomes for undergraduate courses should be distinguished from learning outcomes for graduate courses, which must be more rigorous. Finally, outcomes should be distinguished for variable credit (i.e., if some students are taking a 3 hour internship and others a 6 hour internship, the learning outcomes are likely different).

- #### 3. Course Description - add catalog description.

4. Description of How Student Performance Will Be Evaluated

- a. Listing and description of assignments
- b. Weighting of assignments
- c. Grading scale

5. University Syllabus Statements

Faculty must include required university Syllabus Statements in all course syllabi. Current Syllabus Statements, including Free Speech, Non-Discrimination, Accessibility/Accommodations, etc., are located on the Office of the Provost and Executive Vice President for Academic Affairs website (provost.uni.edu/syllabus-statements) or automatically published within the UNI eLearning Suite (elearning.uni.edu) through Blackboard's (Bb Learn) left menu.

6. Recommendations from the Center for Excellence in Teaching & Learning

- Materials required and recommended, and where they are available
- A course calendar with due dates for assignments/projects/exams or a statement about how these dates are determined
- Attendance policy (see [Class Attendance and Makeup Work](https://policies.uni.edu/306), <https://policies.uni.edu/306>)
- Policies on turning in course work, late work, make-up work
- Statement on classroom civility
- Diversity and inclusion statement
- Resources for student success