

Date: January 5, 2010
To: Faculty Colleagues
From: Ronald Ambrosetti
Provost and Dean of the College
Re: Copies of Course Syllabi - **Due February 26th**

This is the annual request from the Provost's Office for a copy of the syllabus for each course you teach.

Please submit an electronic version of your syllabi (as e-mail attachments) to the chair of your department with a copy to Jan Clark (jclark@sjfc.edu) in the Provost's Office.

More significantly, students enrolled in your class should have a complete syllabus for the course at the beginning of the semester.

Department chairs agreed that the syllabi should generally include the following items:

- course title and number
- faculty member's name, office room number, office hours, and office phone
- a narrative paragraph conveying the course goals/objectives, topic coverage the readings/texts
- level of preparation necessary for students enrolled in the course and any course prerequisites
- course format (e.g., lectures, case studies, seminars)
- attendance policy for the course
- a description of course assignments (problems, projects, papers)
- dates of any quizzes, examinations, etc.
- evaluation method(s) you will use in arriving at the student's grade
- suggested reading list or bibliography (if appropriate)
- statement describing college policy concerning students with disabilities (see *Attachment A)
- statement describing college policy toward research of human subjects if the course has such a research component (see *Attachment B)

Thank you for your prompt attention to this matter.

*Available on Provost website: <http://home.sjfc.edu/provost>