

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

**Title:** Course Syllabi  
**Policy Number:** 02.78.13  
**Issuing Authority:** Office of the President  
**Responsible Officer:** Provost

**Date Created:** September 1, 2003  
**Date Last Amended/Reviewed:** February 20, 2014  
**Date Scheduled for Review:** August 26, 2019  
**Reviewing Office:** Office of the Provost

### **Scope of Policy and Rationale:**

Recognizing that faculty are committed to keeping students informed and helping them to plan their academic work, students will receive a complete syllabus in each course no later than the first class meeting. Faculty may make changes to the schedule or the materials to be covered as necessary. Exceptions to this policy may be granted by the dean for academic reasons.

### **Policy Statement**

Students must be provided with a course syllabus in an accessible format that contains at least the following information:

1. The instructor's name, office address, office phone number, and **university e-mail** address. It should also include information about the instructor's availability to interact with students, including office hours.
2. The name of the course, course number, credit hours, co-requisite or pre-requisite course requirements, or any other special skills or knowledge required.
3. The times and location(s) at which the course will meet during the semester, including online or virtual meetings, as well as plans for any special sessions.
4. A disability disclosure statement that invites students to disclose their needs, such as: *Any student who has a need for accommodation based on the impact of a documented disability, including special accommodations for access to technology resources and electronic instructional materials required for the course, should contact me privately to discuss the specific situation by the end of the second week of classes or as soon as practical. If you have not done so already, please contact Disability Resources and Services (DRS) at 215-204-1280 in 100 Ritter Annex to learn more about the resources available to you. I/we will*

*work with DRS to coordinate reasonable accommodations for all students with documented disabilities.*

5. A statement on the Student and Faculty Academic Rights and Responsibilities Policy (#03.70.02), such as: *Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has a policy on Student and Faculty and Academic Rights and Responsibilities (Policy #03.70.02) which can be accessed through the following link:  
[http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.02](http://policies.temple.edu/getdoc.asp?policy_no=03.70.02).*
6. Regarding student learning and assessment:
  - a) A statement of the course goals and the learning outcomes that the instructor hopes students in the course will achieve.
  - b) A statement of all required readings, supplies, equipment, or other materials and information regarding where they can be obtained or whether the instructor will supply them.
  - c) A statement of all academic requirements/evaluations in the course and the dates on which those assignments will occur or must be submitted. The instructor may make changes to the assignments or the schedule with reasonable notice to the students. The instructor's policy about the use of impromptu ("pop") evaluations should be noted.
7. The instructor's grading policy and the weight attached to any assignments or evaluations. This should include the instructor's policy about class attendance, class participation, and late assignments.
8. Where relevant, for online courses or courses using technology or electronic resources, the following information should be included on the course syllabi in addition to all of the above:
  - a) Link(s) to course website and detailed guidance on how to navigate the site and access course materials.
  - b) Link to Temple University's Technology Usage policy, which includes information on unauthorized access, disclosure of passwords and sharing of accounts.
  - c) Description of the types of meeting modes – synchronous, asynchronous or blended – including modes of interaction with instructor(s) and other students.
  - d) Description of minimum technology and equipment requirements (e.g. webcams, headsets) to access required tools/systems (e.g., online conferencing tools, blogs), or link to this information through Computer Services.

- e) Links to online learning resources and training including descriptions of how to access other University resources related to the course content (e.g., the Writing Center website, the MSRC website) and how to access technical help/support.

No later than the first day of classes for each semester, a copy of the course syllabus must be available to students through the instructor as well as the department or college offering the course. If a syllabus is modified during the semester, revised copies should be forwarded to the department or college.

## Notes

### **1. Dates of official enactment and amendments:**

Adopted by the president on November 1, 2002. Effective on September 1, 2003.  
Amended by the president on August 17, 2006, January 19, 2007, and February 20, 2014.

### **2. History:**

The August 17, 2006, amendment inserted #5, relating to the Policy on Student and Faculty Academic Rights and Responsibilities and renumbered all subsequent numbers accordingly. The [DATE], 2014 amendment revised the statement on disability resources to include a reference to accessible technology, modified the statement on student learning and assessment, and added policy #04.71.13 in list of cross-references.

### **3. Cross References/Appendix:**

Presidential Policy #02.78.12, Presidential Policy on Faculty Office Hours

Board Policy #03.70.02, Policy on Student and Faculty Academic Rights and Responsibilities.

Vice President for Computer and Financial Services, and Chief Information Officer Policy #04.71.13, Policy on Accessibility of Information and Technology

Vice President for Computer and Financial Services, and Chief Information Officer Policy #04.71.11 on Technology Usage