Designing a Syllabus: Best Practices  

I. Situation: Faculty are asked to include specific items on their syllabi, according to directives from the Provost’s office and the ACD.  

II. Oversight Responsibility: Individual faculty; Associate Chair for Curriculum; Department Chair  

III. Process and Timeline: Before the beginning of each session, faculty should develop syllabi that include the following:  

A. Elements required in all syllabi, per the Provost webpage and the ACD (see links for definitions of the following categories) 

1. Instructor’s name, office/room number, telephone number, and e-mail address  
2. Office hours and a statement indicating how to contact the faculty member for an appointment outside office hours  
3. Course Description  
4. Enrollment Requirements  
5. Course Overview  
6. Student Learning Outcomes  
7. Assignments  
   a) Weight of each assignment or exam  
   b) Kinds of papers or projects, format, due dates  
   c) Reading assignments, due dates  
   d) Rewrite and make-up policies  
   e) Acceptability of handwritten work  
   f) Grading criteria  
   g) Policy on late assignments  
8. Required Primary and Secondary Materials  
9. Course Itinerary  
   a) The structure of this course (weekly meetings, modules, online, hybrid)  
   b) Timeline for readings, discussions, assignments and exams  
   c) Weekly schedule  
10. Grading Policies  
11. General Policies  
   a) the instructor’s general policy  
   b) excused absences related to religious observances/practices that are in accord with ACD 304–04, “Accommodation for Religious Practices”  
   c) excused absences related to university sanctioned events/activities that are in accord with ACD 304–02, “Missed Classes Due to University-Sanctioned Activities”  
12. Policy requiring academic integrity and against plagiarism (see Student Academic Integrity Policy)  
13. Policy against threatening behavior, per the Student Services Manual, SSM 104–02, “Handling Disruptive, Threatening, or Violent Individuals on Campus”  
14. Absence Policies and the conditions under which assigned work and/or tests can be made up,
15. Reminder to students when requesting **accommodation for a disability** that they must be registered with the Disability Resource Center (DRC) and submit appropriate documentation from the DRC.

16. **Policy on sexual discrimination** as described in ACD 401, "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination. 
   a) *Specific language require per Provost’s 2017-2018email to faculty:*
      Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.
      As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish discuss any concerns confidentially and privately.

17. **Warning** to students that they must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

**B. Additional elements instructors may wish to include, per ACD**

Notification, if appropriate, warning students that some course content may be deemed offensive by some students and how to bring this to the attention of the instructor or, alternatively, to the unit chair or director

1. **Statement that the course content**, including lectures, are copyrighted materials. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see ACD 304–06, “Commercial Note Taking Services” for more information).

2. **Statement on each page** (or online equivalent) of all instructional materials provided or made available to students that: "THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED."

3. **Statement that the information in the syllabus, other than grade and absence policies, may be subject to change with reasonable advance notice.**

4. **Statement of how long students should wait for an absent instructor:** In the event the instructor fails to indicate a time obligation, the time obligation will be 15 minutes for class sessions lasting 90 minutes or less, and 30 minutes for class sessions lasting more than 90 minutes. Students may be directed to wait longer by someone from the academic unit if they know the instructor will arrive shortly.
C. Possible language to consider for meeting the above requirements:

1. **University and Religious Holidays Syllabus Language:**
   Please note that students will not be penalized for time taken for university-sanctioned events and religious observances designated by the Office of the Executive Vice President and Provost. <https://eoss.asu.edu/cora/holidays>. Accommodation will be provided for both attendance and assignments that fall due on those days.

2. **Disability resources:**
   Students requesting accommodation for a disability must register with the Disability Resource Center (DRC), 480-965-1234. Disability information is confidential. Additional information may be found at the following URLs:
   - DRC Policies: https://eoss.asu.edu/drc/policies
   - More Information: https://eoss.asu.edu/drc/services

3. **Threatening or Disruptive Behavior:**
   In accordance with the Student Services Manual 104-2, any instance of threatening, harassing, or violent behavior will be reported both to the ASU Police Department and to the Office of the Dean of Students, which will determine appropriate actions. In accordance with the Student Services Manual 201-10, SSM 201-10: https://www.asu.edu/aad/manuals/ssm/ssm201-10.html

4. **Academic Honesty Syllabus Language:**
   Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions for academic dishonesty include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see http://provost.asu.edu/academicintegrity.

5. **Counseling Services Syllabus Language:**
   Confidential, personal counseling and crisis services are available to all students through ASU Counseling Services. For more information, see http://eoss.asu.edu/counseling.