

## Developing your Syllabus

While IU Southeast has no specific rules for what to include in your course syllabus, there are several items that should, nonetheless, be included. ***Please check with your dean and/or program coordinator to see if there are any local syllabi requirements.***

Below is a sample syllabus template:

**Course Title**  
**Semester and year**  
**Meeting location**  
**Meeting time(s)**

**Instructor:** Name and contact information  
**Office Location:** Building and room number  
**Office Hours:** List of times; other hours by appointment  
**Contact Information:** List only the mechanisms you wish to use\*\*

\*\*We recommend being very specific with your contact information. For example, if you prefer students to use a certain email address to the exclusion of Oncourse or voicemail, list only that email address.

You may also wish to use this opportunity to set expectations for replying to communications. For example, tell students that you will reply to them within XX amount of time, that you will only check voice and email twice a day (e.g., 10:00am and 7:00pm), or if you will check messages on weekends. You might also state what you will and will not discuss on the phone or in email (e.g., For assistance on specific homework questions or cases, you must meet me during office hours or during a scheduled appointment.).

**If you intend to list the phone number of your School's office, please check first with one of the secretaries to see if they take messages for faculty—they may send callers to your voicemail.**

**General Course Information:**

Standards/school or program mission statement

Learning Objectives and Student Learning Outcomes

On a syllabus, one can list student learning objectives as a bulleted list of only the performance components and save the more detailed objectives when discussing or describing the individual assignments. An example of this is:

*By the end of the semester, the successful student can expect to:*

*Identify writers and titles of popular songs*

*Describe the socio-political references of songs*

*Type at least 45 words per minute*

**Format and Procedures:**

Information on how the class will be taught (e.g., lecture and lab) and expectations for classroom conduct and attendance.

**Additional Information about the Course:**

This might include a bit about the importance of the course material to be covered; suggested pre-requisites; textbooks; optional reading; and if outside resources and/or Oncourse will be used.

**Course Requirements:**

Attendance

Readings

Assignments

Late assignment/make up exam policies

Grading procedures (distribution of grading; scale; extra credit, etc.)

**Plagiarism:**

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

- a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
- b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
  1. Directly quoting another person's actual words, whether oral or written;
  2. Using another person's ideas, opinions, or theories;
  3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
  4. Borrowing facts, statistics, or illustrative material; or
  5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

IU Code of Student Rights, Responsibilities, and Conduct

<http://dsa.indiana.edu/Code/index1.html>

**Turnitin.com (required only if you are using Turnitin.com)**

Indiana University subscribes to Turnitin.com, a tool that confirms that you have used and cited sources accurately in your paper. By taking this course, you agree that all written assignments may be submitted to Turnitin.com for an "originality report" and that, upon request from your instructor, you must provide an electronic version of your paper. Instances of plagiarism, or failure to supply your instructor with an electronic version of your paper, will be handled according to the Student Disciplinary Procedures that accompany the Code of Student Rights, Responsibilities, and Conduct [<http://ius.edu/studentaffairs/codeprocedures.cfm>] and may result in an academic sanction, up to and including failure of the course. Even when not required, students are encouraged to use Turnitin.com as a personal resource to help ensure outside works are cited appropriately. All papers submitted to Turnitin.com will remain in the private, Indiana University database.

**Cheating:**

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

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**Students with Disabilities:**

If you have specific physical, psychological or learning disabilities and require accommodations, please let me know early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Office of Disability Services, located in the University Center South (US), Room 207, (812) 941-2243. Additional information about the Office of Disability Services may be obtained at: <http://www.ius.edu/ASC/DisabilityServices/>

**Extras (optional):****Peer Tutoring:**

Tutoring is available for most 100- and 200-level courses. The cost is \$5.00 per hour (non-refundable) and must be paid for in advance. Go to the Student Development Center for details: University Center South (US), Room 203. <http://www.ius.edu/SDC/>

**Student Computing Facilities:**

Staffed student computing labs are located in Knobview Hall, Room 207, Crestview Hall, Room 112, the Library, and the Registration area in the University Center. Lab hours vary, but most are open until at least 10:00 p.m. on weekdays during the semester—while not staffed all the time, computers in the University Center are open 24/7. Hours of operation are posted in each of the labs as well as online at <http://it.ius.edu>.

**Snow Policy:**

In the event of inclement weather, phone the School Closing Hotline (941-2567 or 1-800-863-2020), visit the IUS homepage (<http://ius.edu>), watch one of the local TV stations, or tune in to one of the local radio stations to determine the schedule (if we are on our “snow” or “normal” schedule. If we are on a snow schedule, detailed information will be available at [ius.edu](http://ius.edu)).

**Classroom Management (examples):**

Use of cell phones

Tardiness (IU policy states that class attendance is not optional)

Expectations for general course behavior regarding issues of conduct, class and group discussions, responsibility for course materials to be learned outside of class (the book)

**Tentative Schedule:**

Materials to be covered day/week

Testing dates

Important dates for the course and semester

Due dates for assignments