

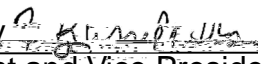


Academic Affairs
 Office of the Provost
 Boca Raton Campus
 777 Glades Road, AD10-309
 Boca Raton, FL 33431
 tel: 561.297.3062
 fax: 561.297.3942
 www.fau.edu/provost

MEMORANDUM

DATE: August 1, 2024

TO: Deans, Department Chairs and School Directors

FROM: Dr. Russell Ivy 
 Interim Provost and Vice President for Academic Affairs

SUBJECT: Guidelines for Course Syllabi (Revised)

The syllabus serves as the fundamental means of communication between instructors and their students. It plays a pivotal role in establishing the course's atmosphere, outlining expectations and classroom guidelines, and fostering a sense of motivation for learning. Crafting a thoughtful and well-designed syllabus is essential for promoting student engagement and ultimately contributing to student success. While instructors maintain individual responsibility for shaping course content and choosing pedagogical methods, it is imperative to adhere to Florida Atlantic's policies, which mandates certain essential components to maintain consistency across the university.

Syllabi inform students about what is expected of them to meet requirements and must be disseminated to students in all courses in an appropriate written form, e.g., hard copy or electronic version, at the beginning of the semester. \$ FRS \ P X V W D O V R E H P D G H ' H S D U W P H Q W & K D L U S H U V R Q 6 F K R R O ' L U H F W R U D Q G S R V W W K L V U H T X L U H P H Q W

It is understood that certain aspects of syllabi may vary by academic unit, and colleges and departments/schools may have additional syllabi requirements. A professional Code of Ethics statement may be important in some units. Faculty members are encouraged to include any use of plagiarism prevention services, prescribe the use of artificial intelligence, and articulate the level of tolerance and potential penalties for noncompliance to students for every assignment.

The Simple Syllabus management system was implemented in 2023. This electronic syllabus management system allows instructors to create digital syllabi, manage course materials, and engage with students through a user-friendly interface. Florida Atlantic policies, course information, including instructor of record, course number and section, course description,



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Guidelines for Course Syllabi

A well-crafted syllabus benefits student and instructor alike by minimizing misunderstandings about course requirements and expectations. The syllabus provides students a clear understanding of course objectives and learning outcomes. It also offers students a roadmap for how those objectives and learning outcomes will be met. A syllabus should not only include information on course content, readings, assignments and activities, exams, and the grade weighting of course components but also should state what students are expected to learn or be able to do as a result of taking the course. Expectations should be clear, especially in terms of assignments and due dates. In extraordinary circumstances, the Office of the Provost issues instructions on how to handle missed classes.

1. Course title/number/number of credit hours
2. Course prerequisites/corequisites and where course fits in program of study (if applicable)

In addition to listing prerequisites and corequisites, note if the course meets a SDUWLFXODU UHTXLUHPHQW VXFK DV :\$& ZLWK JU Intellectual Foundations Program, required course for

Many faculty include in their syllabi some type of grading rubric: what

10. Policy on makeup tests, late work, and incomplete (if applicable)

If you do not accept late work or apply penalties to late work, state so. Please note that students may not be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. Instructors must allow these students to P D N H X S P L V V H G Z R U N Z L W K R X W D Q \ U H G X final course grade. Reasonable accommodation must also be made for students participating in a religious observance. Also, note that grades of , Q F R P S O H W H 3 , ' D U H U H V passing a course but have not completed all the required work because of exceptional circumstances. your college has elaborated on this policy, state so here.

11. Special course requirements (if applicable)

State if any requirements are associated with the course, such as mandatory field trips or film viewings, special fees, or purchase of course-related materials.

12. Classroom etiquette policy (if applicable)

If you have a particular policy relating to student behavior in the class, such as relating to tardiness or the use of electronic devices in the classroom, state so here. University policy on the use of electronic devices, W D W H V 3 , Q R U G H U enhance and maintain a productive atmosphere for education, personal communication devices, such as cell telephones and pagers, are to be G L V D E O H G L Q Only faculty have the authority to refine this policy to meet particular needs.

13. Disability policy statement

Suggested statement: In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD)- in Boca Raton, SU 133 (561-738-3880); in Davie, LA 240 (954-236-1222); in Jupiter, SR 11 (561-799-8010); or at the Treasure Coast, CO 17 (772-873-3441) and follow all OSD procedures.

14. Code of Academic Integrity policy statement

Suggested statement: Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.00](#). If your college has particular policies relating to cheating and plagiarism, state so here or provide a link to the full policy.

15. Required texts/readings

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