

Macaulay Honors College Syllabus Policy

(as of Spring 2011)

It is essential that all students have access to the basic information about the courses in which they are enrolled. Therefore, the instructor(s) must provide the students with a syllabus at the first class meeting. This syllabus must include, but is not limited to, the information shown in (a) through (h) below.

The syllabus must either be provided in paper copy or be made available in electronic form. If the syllabus is only distributed electronically, the instructor must provide detailed instructions on how to access the syllabus.

Information that must be included in the course syllabus:

- (a) instructor and ITF's name, office number, office telephone number and/or e-mail address, and office hours;
- (b) class term, meeting times, and location;
- (c) course goals and/or objectives and expected student learning outcomes;
- (d) required text(s) and/or materials and information on any course fee;
- (e) types and sequence of assignments and basis for assigning course grade;
- (f) a reference to where students may find attendance policies and provision for makeup of assignments when there is an excused absence;
- (g) a reminder that it is the student's responsibility to notify the instructor in advance of the need for accommodation of a university verified disability;
- (h) other information essential to the course, for example safety information, information about accessing online resources, information about assignments that must be accomplished at off-campus locations (e. g. field trips, service learning).

Instructors are encouraged to discuss their interpretation of academic honesty, especially with regard to cheating and plagiarism.