

Syllabus Development Template

The syllabus serves as a contract between the instructor and student. It should reflect the competencies that the student can expect to master in that class. The general education requirements form the basis of all two or four year degrees. The UAS competencies include communication, information technology, critical thinking, information literacy, professional behavior, and quantitative skills and every course must explain how the content, knowledge, and skills build upon one or more of the UAS competencies.

A course syllabus must be provided to each student at the first class session of a course, with a copy also being posted on UAS-Online prior to the first day of class.

The UAS Faculty Senate has defined 7 items that must be included in a course syllabus. They are:

1. Faculty contact information
2. Clearly defined student learning outcomes (SLO)
3. Scope of the material to be covered in the course
4. Required texts and readings
5. Grading method to be used:
 - a. pass/fail
 - b. letter grade, including whether "+ or -" will be employed
6. Explanation of the basis for awarding student grades:
 - a. exams, papers, quizzes, projects, or other
 - b. due dates
 - c. weighting towards calculation of the final grade
7. Notification that student ratings of instruction will occur at some point during the last three weeks of class including specifics on the purpose of the student rating questionnaire (see Adjunct Faculty Handbook). This function is automated and can be altered in the following ways:
 - a. Start and ending dates
 - b. duration open (from 5 days to 4 weeks)
 - c. additional questions (you can add, not subtract any of the institutions questions)
 - d. participants (you can allow anyone to complete it, we recommend limiting participants as those on the class roster only)
 - e. viewers of summary (you can allow anyone to view the evaluation results, you should restrict this according to your level of comfort – most faculty restrict viewing completely)

It is required the questionnaire be available for a minimum of five days, with no limit on the maximum. It is automatically set for three weeks. Be sure to make your settings at the beginning of the course, as delaying it past the default start date will result in limiting your options.

Other items to include:

8. Specific department requirements (eg: education department's required standards table)
9. Reminder to students to update their profile in UAS Online - especially to list their current email account
10. Course schedule
11. Applicable writing style (APA, MLA) you will adhere to for formal papers, exams, and discussions. Emphasize your level of expectation so there is no misunderstanding why an assignment has been downgraded or not accepted.
12. Academic Honesty – this should also cover level of writing and references to be used for any online discussion or forums.
13. ADA Statement
14. Need for proctors for exams - include this so students have time to locate a proctor (Juneau, Ketchikan, and Sitka students use local Learning Centers).