

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Course Syllabi
Policy Number: 02.78.13
Issuing Authority: Office of the President
Responsible Officer: Provost

Date Created: September 1, 2003
Date Last Amended/Reviewed: July 2021
Date Scheduled for Review: August 2024
Reviewing Office: Office of the Provost

Scope of Policy and Rationale

Recognizing that the faculty is committed to keeping students informed and helping them to plan their academic work, students will receive a complete syllabus in each course no later than the first class meeting. Faculty members may make changes to the schedule or the materials to be covered as necessary. Exceptions to this policy may be granted by the dean for academic reasons.

Policy Statement

Students must be provided with a course syllabus in an accessible format that contains at least the following information:

1. The instructor's name, office address, office phone number, and **university e-mail** address. It should also include information about the instructor's availability to interact with students, including office hours.
2. The name of the course, course number, credit hours, co-requisite or pre-requisite course requirements, or any other special skills or knowledge required.
3. The times and location(s) at which the course will meet during the semester, including online or virtual meetings, as well as plans for any special sessions.
4. A disability disclosure statement that invites students to disclose their need for accommodations, such as: *Any student who has a need for accommodations based on the impact of a documented disability or medical condition should contact Disability Resources and Services (DRS) located in the Howard Gittis Student Center South, 4th Floor at drs@temple.edu or 215-204-1280 to request accommodations and learn more about the resources available to you. If you have a DRS accommodation letter to share with me, or you would like to discuss your accommodations, please contact me as soon as practical. I will work with you and with DRS to coordinate reasonable accommodations for all students*

with documented disabilities. All discussions related to your accommodations will be confidential.

5. A statement on the Student and Faculty Academic Rights and Responsibilities Policy (#03.70.02), such as: *Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has a policy on Student and Faculty Academic Rights and Responsibilities (Policy #03.70.02) which can be accessed at policies.temple.edu.*
6. A statement that clearly indicates the range of possible costs of required course materials for the course, such as: *Required course materials are available from the Barnes & Noble Bookstore at Temple University and are listed in this syllabus. Students may obtain their course materials from any vendor they choose, or from the Temple University Libraries, if available. For this course, the cost range, including all books, online access fees, expenses, and other materials, is approximately [\$\$\$ -- \$\$\$]. [Alternately: This course has no required course materials that must be purchased OR The required course materials for this course are open educational resources and are available at no cost to students.]*

Temple faculty members are encouraged to select course materials that balance excellence and affordability, recognizing that the potential costs vary significantly across disciplines and courses. To help students anticipate costs as required by the Higher Education Opportunity Act, requirements for course materials must be reported to the Barnes & Noble Bookstore at Temple University, which will aid in identifying ways to decrease costs of course materials.

7. Regarding student learning and assessment:
 - a) A statement of the course goals and the learning outcomes that the instructor hopes students in the course will achieve.
 - b) A statement of all required readings, supplies, equipment, or other materials and information regarding where they can be obtained or whether the instructor will supply them.
 - c) A statement of all academic requirements/evaluations in the course and the dates on which those assignments will occur or must be submitted. The instructor may make changes to the assignments or the schedule with reasonable notice to the students. The instructor's policy about the use of impromptu ("pop") evaluations should be noted.
8. The instructor's grading policy and the weight attached to any assignments or evaluations. This should include the instructor's policy about class attendance, class participation, and late assignments.
9. Where relevant, for online courses or courses using technology or electronic

resources, the following information should be included on the course syllabi in addition to all of the above:

- a) Link(s) to the learning management system and detailed guidance on how to navigate the site and access course materials.
- b) Link to Temple University's Technology Usage policy, which includes information on unauthorized access, disclosure of passwords and sharing of accounts.
- c) Description of the types of meeting modes – synchronous, asynchronous or blended – including modes of interaction with instructor(s) and other students.
- d) Description of minimum technology and equipment requirements (e.g., webcams, headsets) to access required tools/systems (e.g., online conferencing tools, blogs), or link to this information through Information Technology Services.
- e) Links to online learning resources and training including descriptions of how to access other university resources related to the course content (e.g., the Student Success Center) and how to access technical help/support.

No later than the first day of classes for each semester, a copy of the course syllabus must be available to students through the instructor as well as the department or college offering the course. If a syllabus is modified during the semester, revised copies should be forwarded to the department or college.

Notes

1. Dates of official enactment and amendments:

Adopted by the President on November 1, 2002. Effective on September 1, 2003. Amended by the President on August 17, 2006, January 19, 2007, February 20, 2014, August 19, 2019 and July 15, 2021.

2. History:

The August 17, 2006, amendment inserted #5, relating to the Policy on Student and Faculty Academic Rights and Responsibilities and renumbered all subsequent numbers accordingly. The February 20, 2014 amendment revised the statement on disability resources to include a reference to accessible technology, modified the statement on student learning and assessment, and added policy #04.71.13 in list of cross-references. The August 19, 2019 amendment revised the statement on disability resources and updated the information on online courses. The July 15, 2021 amendment added the requirement that faculty include a statement indicating the range of possible costs for the course.

3. Cross References

Policy #02.78.12, Faculty Office Hours

Policy #03.70.02, Student and Faculty Academic Rights and Responsibilities

Policy #04.71.13, Accessibility of Information and Technology

Policy # 04.71.11, Technology and Software Usage