

# Roger Williams University

## Syllabus Guidelines

(Draft 8-1-2015)

By the first day of class, the instructor is expected to have a copy of the course syllabus uploaded into Bridges. Hard copies may also be distributed. Although the first several items below should appear at the beginning of all syllabi, faculty may individualize the format of their own in a way that best matches their subject matter and teaching style.

### A. Basic Information:

- Course Code and Title
- Course Type (lecture, studio, lab) and credit hours
- Semester/Year
- Meeting time, place
- Instructor's name, office room #, office telephone #, email
- Instructor's office hours as per contract
- Course description (catalog description minimum, plus additional elaboration)
- Prerequisites for course
- Requirements of course: Papers, exams, attendance, discussion, participation, reviews, etc.
- Evaluation criteria/grading method
- Policies on missed and late exams and assignments.

### B. Course Learning Objectives/Outcomes/Goals/Competencies:

A clear indication of what the students will learn from the course should be stated. This can take the form of learning objectives, outcomes, or other similar concepts, and should be aimed at ensuring course-level compliance with NEASC Standard 4.44 for the Academic Program, “a clear statement or statements of what students are expected to gain, achieve, demonstrate.”<sup>1</sup>

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<sup>1</sup> The full passage from the NEASC Standard reads:

**“The institution implements and supports a systematic and broad-based approach to the assessment of student learning focused on educational improvement through understanding what and how students are learning through their academic program and, as appropriate, through experiences outside the classroom. This approach is based on a clear statement or statements of what students are expected to gain, achieve, demonstrate, or know by the time they complete their academic program. The approach provides useful information to help the institution understand what and how students are learning, improve the experiences provided for students, and assure that the level of student achievement is appropriate for the degree awarded. Institutional support is provided for these activities.”**

### **C. Schedule of Class Meetings:**

Sequential list of class meetings with topic, activity, readings, and description of material to be covered for each class. **(Please note that scheduled final exam times are counted in the total number of contact hours required by NEASC and the recently adopted Department of Education guidelines on measuring credit hours. Students also need to have sufficient time to finish final projects and coursework. Exams scheduled during the last weeks of class can interfere with their ability to complete other work. It is important, therefore, that exams or other summative activities occur during the allotted time. )**

### **D. Information on Readings and Course Materials:**

- Books with complete citations (author/editor, title, date, edition publisher, journal, ISBN, etc.): <http://rwu.libguides.com/citingsources>
- Articles with relevant information on print, electronic or course reserve access: <http://library.rwu.edu/node/59211>
- Readers (Our contract with Barnes and Noble mandates that all such materials be purchased through the bookstore);
- Other required course material:
  - Any required materials such as software, special calculators, cleaning supplies, safety equipment or clothes, art supplies, photography supplies, paper, etc;
  - Where to find and purchase them, approximate costs, when they will be needed.

### **E. Information on tutorial services:**

- (Suggested text) Tutorial Support Services (TSS), located on the second floor of the University Library, provides peer and faculty tutoring at no charge for all RWU students. The Math, Writing, Science, and Foreign Language Centers offer assistance Monday – Thursday 9 am – 8 pm; Friday 9 am – 3 pm; Sunday 2 pm – 8 pm. For additional information about the Center, including tutor schedules, please see our website at <http://rwu.edu/go/tss>

### **F. The following statement of the RWU Policy on disability accommodations (Please note that all syllabi must carry this statement so that the University is in compliance with the Americans with Disabilities Act ):**

- Students who wish to receive academic accommodations for this course

must first register with **Student Accessibility Services (SAS)** in order to begin the accommodation process. The most commonly requested accommodations are extended time for testing and use of the SAS Testing Center. SAS will provide registered students with the specific information they will need to share with each instructor. SAS has relocated to the 1<sup>st</sup> floor of the Main University Library and is open from 8:00 am to 5:00 pm Monday through Friday. <http://rwu.edu/go/sas>

#### **G. Center for Student Academic Success (CSAS)**

- CSAS is where you are always in the right place. The Main Office is located on the second floor of the Library and houses academic advising, peer mentorship and provides comprehensive guidance and referrals related to a student's success. You can meet with a highly trained professional advisor or Peer Mentor on choosing or changing a major, improving academically, and accessing important resources on campus. The office routinely follows up with students when academic concerns are shared from faculty and staff or identified through routine outreach initiatives. Please call the office at 254-3456 to find out more information about how CSAS can support your success.

#### **H. Policies on attendance, tardiness, class participation, and classroom decorum; [You may want to refer students to the University attendance policy (p. 46 of the current catalog).] The text of which follows**

Regular attendance in classes is expected of all students. Professors announce attendance policies to all classes by the end of the first week of classes during each semester, and by the end of the fourth day of classes during the January Intersession and summer sessions. Any student who fails to attend a course by the end of the add/drop period may be administratively withdrawn from the course. A W grade is assigned in such instances and the Registrar notifies the student. Withdrawal from classes may impact financial aid.

With regards to absence due to religious observance, Roger Williams University welcomes and values people and their perspectives and respects the interests of all members of our community. RWU recognizes the breadth of religious observance among students, faculty, and staff, and the potential for conflict with scheduled components of the academic experience. Students are expected to review their syllabi and notify faculty as far in advance as possible of potential conflicts between course requirements and religious observances. Any student who faces a conflict between the requirements of a course and the observance of his or her religious faith should contact the instructor as early in the semester as possible. In such event the instructor will provide reasonable accommodations that do not unduly disadvantage the student.

**I. Policies and procedures on lab safety and health, if applicable:**

**J. Policy on academic integrity:**

- <http://rwu.edu/academics/academic-affairs/academic-standards>