

COURSE SYLLABUS

Guidelines

Instructors should prepare a course syllabus for distribution to the class during the first week of the semester. A current copy should also be kept on file in the department office.

The following statement (revised March 25, 2003) by Faculty Senate) regarding University policies should either appear in the syllabus or on a handout given at the same time.

University Policies

The University of Wisconsin-Superior is dedicated to a safe, supportive and nondiscriminatory learning environment. It is the responsibility of all undergraduate and graduate students to familiarize themselves with University policies regarding special accommodations, academic misconduct, religious beliefs accommodation, discrimination and absence for University sponsored events. For details refer to the appropriate sections in the UW-Superior Class Schedule or the UW-Superior General Catalog and the "Student Disciplinary Procedure" (UWS Chapter 14) and the "Student Nonacademic Disciplinary Procedures (UWS Chapter 17)."

The following items should be included in a course syllabus:

- 1) Instructor name, office number, office hours, telephone/voice mail number, and e-mail address which students may use to reach you.
- 2) Catalog description of the course.
- 3) Graduate/undergraduate distinction.
- 4) Goals and objectives of the course. For 300/500 and 400/600 slash(/) courses, this should include a statement on how requirements for graduate credit differ from requirements for undergraduate credit).
- 5) Brief outline of the course
- 6) List of books and other required and/or suggested materials.
- 7) Description of evaluation procedures to be used, their weight, and approximate examination dates.
- 8) Statement of attendance policy, including how you wish students to contact you regarding absences, particularly in the case of an emergency and consequences of poor or non-attendance, if any.