

### 6.4.1 Course Description and Syllabi

Each instructor is required to ensure students in each credit class are furnished an electronic copy of the course syllabus in the course shell on USAOnline by the first day of class. A written syllabus may also be distributed. The course syllabus should include the following information:

1. Goals and objectives of the course
2. Textbook(s) and any other instructional material to be used
3. A brief course description (see *Bulletin* entry) and topical outline
4. Office hours of the instructor or means of instructor availability for out-of-class consultation with students  
*NOTE: The departmental office will not give out a faculty member's home phone number or the phone number of a part-time faculty member's other place of employment. Hence, if you want your students to be able to contact you somewhere other than here at the university, you should include this on your first-day handout.*
5. Class attendance policy (record of attendance needed to assign F\* grade)
6. Number and type of exams to be given during the semester
7. Information about USA approved proctoring options as applicable for the course. Any additional student charges associated with establishing student identification and exam proctoring should be included in course description and approved through curriculum channels.
8. Course assignments, if any
9. Penalty, if any, for late work
10. Information about mid-term grades
11. How final grade is determined

Other items that may be contained on the course syllabus include: statements on the importance of course and teacher evaluations, additional learning resources associated with the course (peer tutors or JagSuccess), and the Writing Center.

Policies covering all students and academic courses are included in each course site in USAOnline, behind the tab labeled "Additional Academic Course Policies." This is located in every course site, immediately following the course syllabus. The document includes information on Student Disability Services, Academic Disruption Policy and Class Demeanor, Student Academic Conduct Policy, Operational Disruptions, and other university policies.

It is essential that the syllabus be followed closely so that all the topics prescribed in the course are covered adequately.

A Course Syllabus Template was developed in May 2012 as an aid in developing new course curriculum requests. It includes the minimum requirements for a course syllabus as well as recommended items. This template is available for your use at

<https://www.southalabama.edu/departments/eforms/academicaffairs/coursesyllabustemplate722.pdf>.