**DePauw University**

**Tips for Planning Course Syllabi and Other Course Information**

**Summer 2024**

A. The Course Plan.

Each course needs Student Outcomes as outlined below.

If you teach a General Education course, you need to use one of the 12 University-wide Learning Goals.

"General Education" for “Student Outcomes” purposes means Competencies, and Distribution Requirements. First Year Seminars, Senior Seminars, and Writing in the Major courses still need Student Outcomes, but they do not need to directly include one of the 12 University-wide Learning Goals.

(Scroll down to “The Purpose and Aims of DePauw”)

<https://www.depauw.edu/academics/catalog/university/>

These need to be the same across every section of the same course, so please contact your department or program Chair to use language already agreed upon. You can also consult faculty members who have taught the same course, and/or the administrative assistant for your department/program. Or me ([Dean of Academic Programs, Assessment, and Policies](mailto:deanacademicprograms@depauw.edu))

Please include the following on your syllabi:

1. 3-5 actionable/measurable **Student Outcomes** for your course, clearly stated within the first two pages of every syllabus. (3 is plenty; no more than 5)

2. Please do this for all your courses \*every semester,\* (as this is one step of several that our institution needs to accomplish to maintain our accreditation).

3. Please phrase each Student Outcome starting with **“Students will be able to…”** This will help make each Student Outcome (use the specific phrase “Student Outcome) more easily “actionable/measurable,” in terms of integrating each course with the overall curriculum map for each program/department later in the assessment process.

Here are some verbs that could be used after “the student will be able to….”

Use

Utilize

Apply

Analyze

Evaluate data

Express

Critique

Identify

Explain

Compare

Interpret

Summarize

Describe

Formulate

Create

If it helps your pedagogy, you can then add additional goals, outcomes, objectives etc, which do not need to conform to these rules. But you don’t have to.

These 3-5 Student Outcomes must be the same for every section of the same course. You \*can\* use additional terms and other outcomes as per each individual instructor, but we must agree on a consistent list of 3-5 Student Outcomes for each \*course,\* that then appear on syllabi for, and are applied to, every section of that course.

Indicate what teaching/learning strategies will be used to achieve these objectives. Provide other information that will help students understand how the course will be conducted and what will be expected of them.

Include a description of how grades will be determined and what weights the various course components will have in the final grade. If you are teaching a course that carries a special designation because it meets the W (Writing), S (Speaking and Listening) or Q (Quantitative Reasoning) competency requirement, it is important to include information explaining what a student must do to meet the relevant competency requirement.

B. University Policies.

It is important to be aware of University Policies when crafting your syllabi. The full set of University policies are available to you as part of DePauw’s [Academic Handbook](https://www.depauw.edu/handbooks/academic/). Academic Policies are duplicated in the [Student Handbook](https://www.depauw.edu/handbooks/student/), which you may prefer to reference in your syllabus as that is the student facing document. In the meantime, here are key policies to consider as you develop your syllabus. Please feel free to contact Tim Good, Dean of Academic Programs, Assessment and Policies, if you have questions about these policies as they apply to your syllabi. You can reach Tim at [deanacademicprograms@depauw.edu](mailto:deanacademicprograms@depauw.edu)

**1 - Academic Policies that require individual syllabus language per instructor**

Academic Integrity Policy **(**[**read policy**](http://www.depauw.edu/handbooks/academic/#Toc459018101)**)**

You should include a clear statement of your expectations for students on your course syllabi, as well as on individual assignments and exams. As different disciplines can vary in citation expectations, you should be very clear about the type of citations required, and when those citations are required. Likewise being clear about when students can collaborate and when they are expected to work by themselves. Sample language is provided below under heading #2.

You may want to share this [student-facing academic integrity resource page](http://www.depauw.edu/academics/academic-resources/academic-integrity/) with your students, especially first-year students. This short page is designed to help students learn about academic integrity and contains links to several resources about quoting, paraphrasing and summarizing appropriately. Comments about this resource, including suggestions for improving it, are most welcome.

The Writing Center has a [handout on plagiarism](https://www.depauw.edu/files/resources/avoiding-plagiarism.pdf) that you can point your students to, and this [Library Guide](https://libguides.depauw.edu/cite) has instructions for specific citation styles.

Artificial Intelligence - Include AI policies in the syllabus for each course, with as much detail as possible.

When is AI permitted or forbidden, and why? Must students share AI prompts? How should AI be credited? Include a warning about the limits of AI. Be transparent regarding your planned usage of AI detection tools and how information will be used. Include a statement about students’ ultimate accountability their work. Uncredited use of AI is not plagiarism, per se, but it is definitely a possible case for academic dishonesty. I am attaching to this message a document of AI suggestions based on recent experience.

Consider making a disclosure agreement with your students. Give them a checklist of possibilities of different uses of AI.

I went to a workshop on AI over Winter Break that blew my mind. I encourage you to take 15-30 minutes to peruse this website from José Bowen about the exploding use of AI -<https://teachingnaked.com/prompts/>

Grading Criteria and Awarding WQS Competencies

In addition to including a statement on your syllabus that explains how course grades will be computed, if you are teaching a competency course please also include a statement that explains how you will determine if each student earns a W, Q, or S.

**2 - Statements you are encouraged to include in your syllabus – copy and paste**

NOTE – You can use [THIS PAGE](https://docs.google.com/document/d/1Yj4KRxKM2IC_ACdSd9_0LOlPB3XBi4LFiNJKpVJqQ10/edit?usp=sharing), if you wish, in place of listing all this in your syllabus. It is set to be viewed by anyone with a depauw.edu address.

I (Tim) have included this statement below, and links, in place of putting all this in my syllabus. You can copy and paste, modify the statement, or use all the language on the [Academic Policies page](https://docs.google.com/document/d/1Yj4KRxKM2IC_ACdSd9_0LOlPB3XBi4LFiNJKpVJqQ10/edit) directly in your syllabus.

“Please see [THIS PAGE](https://docs.google.com/document/d/1Yj4KRxKM2IC_ACdSd9_0LOlPB3XBi4LFiNJKpVJqQ10/edit) for important Policies and Resources, such as:

Academic Integrity Policy. ​​<https://tinyurl.com/5hea9cf5>, [Academic Integrity Resource Page](https://www.depauw.edu/academics/academic-resources/academic-integrity/), [handout on plagiarism](https://www.depauw.edu/files/resources/avoiding-plagiarism.pdf), [Library Guide](https://libguides.depauw.edu/cite)

ADA Statement**.**  [Student Accessibility Services](https://www.depauw.edu/academics/academic-resources/student-accessibility/)

[Religious Holy Days](https://www.depauw.edu/handbooks/academic/#Toc459018115)   
Student Title IX Policy.  [www.depauw.edu/titleix](http://www.depauw.edu/titleix)

The Learning Commons (TLC).  [TLC](https://www.depauw.edu/academics/academic-resources/academic-resource-center/), [depauw.myWConline.com](http://depauw.mywconline.com/)

Important Resources for Students, Staff, and Faculty:

[Counseling Services](https://www.depauw.edu/campus-life/wellness/counseling-services/), [DePauw Health](https://www.depauw.edu/campus-life/wellness/depauwhealth/students/), [Bias Incident Response Team](https://www.depauw.edu/studentaffairs/campus-safety/bias-incident-resources/bias-incident-response-team/), [Financial Aid Office](https://www.depauw.edu/offices/financialaid/), [Payments/ Business Office](https://www.depauw.edu/offices/finance-administration/student-and-parent-information/payment-services/), [Hubbard Center](https://www.depauw.edu/academics/centers/hubbard/), [Student Affairs](https://www.depauw.edu/studentaffairs/)”

**3 - Academic Policies to be aware of**

Timely Feedback **(**[**read policy**](http://www.depauw.edu/handbooks/academic/#Toc459018119)**)**

This policy discusses the importance of providing timely feedback to students. This policy is important both because your feedback is paramount to student growth, and also because it ensures that in cases of academic dishonesty, students are not accused in a second assignment before they have had time to learn from feedback on a first assignment.

Class Attendance Policy **(**[**read policy**](http://www.depauw.edu/handbooks/academic/#Toc459018113)**)**

Faculty members have broad discretion to set attendance policies for their courses with only a few exceptions such as those noted below. Because of this, attendance policies vary from course to course, which makes it important to indicate your policy, including any penalties, very clearly on your syllabus.

The limitations on the broad discretion granted to faculty members are as follows:

1) Religious Holy Days -- see details [here](https://www.depauw.edu/handbooks/academic/#Toc459018115). If you have questions about religious holy days, please ask me. I have attached a document with sample syllabus language related to this policy.

2) Classes may not be conducted during study days or the final examination period.

3) Whenever possible, out of class requirements (including exams) should be specified in the syllabus and/or the schedule of classes. Faculty members should provide options, or alternative times, for students who have other obligations scheduled at the same time.

4) The faculty adopted a policy that classes must be conducted as listed in the schedule of classes on the days just before the start of scheduled vacations and just after the end of scheduled vacations. Students should not be excused from class attendance or from taking examinations at the announced times to accommodate vacation travel schedules. It is the responsibility of students and their families to make travel arrangements accordingly (this is published each year in the Student Handbook).

5) Absences for medical reasons: Make sure you specify how students should notify you of medical reasons that prevent the timely completion of papers, exams, or other course projects. You should also make it clear whether you will consider offering remote instruction during illnesses.

As students are allowed to enroll in classes up to one week after the start of the semester, your attendance policy should not penalize those students who do sign up after the first classes have been held.

Conflict between Class Attendance and Extra-Curricular Activities **(**[**read policy**](http://www.depauw.edu/handbooks/academic/#Toc459018114)**)**

Faculty members are encouraged to accommodate students who have conflicts between approved activities of University organizations (these include such things as debate tournaments and intercollegiate athletics, among others) and scheduled classes. Please see the policy for details.

Classroom Atmosphere Policy **(**[**read policy**](http://www.depauw.edu/handbooks/academic/#Toc459018116)**)**

This policy describes expectations about general classroom atmosphere and outlines the steps a faculty member or student would take if they had concerns about classroom atmosphere. The policy also covers issues related to electronic distraction in the classroom.

Faculty Absence Policy **(**[**read policy**](http://www.depauw.edu/handbooks/academic/#Toc459018175)**)**

This policy provides information about situations in which faculty members need to miss class sessions, for example due to illness or professional travel.

Exam Proctoring Policy **(**[**read policy**](http://www.depauw.edu/handbooks/academic/#Toc459018223)**)**

This policy outlines the expectation that in-class exams should be proctored by faculty members rather than by department secretaries or other staff members. This policy also links to additional information about procedures to help faculty proctor exams for students who have ADA Accommodations, and for student athletes who are traveling with athletic teams.

Examinations in Courses **(**[**read policy**](http://www.depauw.edu/handbooks/academic/#Toc459018117)**)**

This policy outlines rules for giving examinations and other assignments during the last five days of the semester as well as during exam week.

While it is important to be aware of the entire policy, one key section states: "No hour examinations may be given the last five class days of the semester except for laboratory portions of final exams. (Note: If Thursday is the last day of classes, this period includes the previous Friday.) Only assignments that substitute for a final exam should be given a due date during finals week. In addition, instructions for paper and project assignments due in the last five days of class should be provided at least 14 calendar days prior to the due date." For this coming term, this means that you should provide instructions for final paper or project assignments by November 25, and no hour examinations may be given between December 2-6.

Adhering to this policy means, for example, that you should not assign a paper with a scheduled due date during exam week if you also have an exam scheduled during exam week. However, if a paper has an announced due date earlier in the term (and could reasonably be completed by that due date) there is nothing in the policy that prohibits you from agreeing to a student's request to extend the due date into exam week. Of course, you are also free to deny such requests. Please feel free to consult with the [Dean of Academic Policies](mailto:deanacademicprograms@depauw.edu) if you have questions about this policy and the ways it applies to your course.

C. Enrollment Adjustments.

1. Students may drop or add classes to their schedules during the first six class days using the on-line registration system; this is our “Adjustment Period.” ([Academic Calendar](http://www.depauw.edu/academics/academic-resources/advising/registrar/academic-calendar/)) Students must seek the instructor’s permission to enroll in a filled class. Special electronic codes (SPACs) are available for each faculty member from the Special Permission Access Code link on e-services. You may give these codes to students you approve above the class limit. Faculty can also track SPACs they’ve issued through a second menu item on e-services. You may also choose to wait list one or more of your courses; do this by sending a wait-list request to the Registrar’s Office - [registrarsoffice@depauw.edu](mailto:registrarsoffice@depauw.edu). Once a course is wait-listed, a student may not add the course without a SPAC, even if there is an opening. If you use the wait-list option, you should keep your own wait-list to control who gets into your course. If you choose not to wait-list, then if one student drops, the next student who registers on e-services gets the seat.
2. The last day students may withdraw from a full-credit course is the end of the 8th full week of the semester, in Fall 2024 that is Friday, October 25. For those students who withdraw after the first six days and by October 28, the course is still listed on their transcript with a W. It would be best if you provide significant graded feedback *long before* this date (via exams, papers, or other assignments). Students considering withdrawal from the course rely on these measures of their performance when making their decisions about withdrawing. Students must get your signature on a [Registration Adjustment form](https://www.depauw.edu/files/resources/registration_adjustment-2.pdf) they obtain from the page of [Registrar Forms](https://www.depauw.edu/academics/academic-resources/advising/registrar/registrar-forms/) so that you will know of their decision. The deadline is strictly enforced unless the student arranges for an extension before the deadline with the Registrar's staff. (See I. Petitions, below.) Include the Last Day to Withdraw date on your syllabi.

D. Breaks.

1. Fall Break is October 12-20.
2. Thanksgiving Break is Wed-Sun, November 27-31.
3. Classes on the days before and after breaks may not be canceled. Faculty rules require that faculty members must meet their classes on the days before the start of breaks and immediately following breaks. Students have been advised to make their travel plans so that they can attend all of their scheduled classes.

E. Exams/Feedback.

1. Progress Reports (midterm grades) are due by 10:00 a.m. on Monday, October 9. These reports are submitted through your e-services to the Registrar’s office. They are required for all students. Be sure to have enough graded feedback before October 7 (tests, quizzes, papers, presentations) so that you can provide accurate information to students on their levels of mastery in the course. After classes begin you will receive instructions about submitting “alerts” if you have concerns about a student’s attendance or work prior to midterms. Submitting alerts as early as possible can help us to assist students.
2. If possible, include your schedule for assignments, exams and feedback in your syllabus so that students know when to expect these activities. Try to assign papers early in the semester so that students spread their preparatory work over the semester and so that you can check their intermediate work and provide feedback. Many instructors are using a separate document for the class schedule, such as a googledoc. You can also keep the schedule on Moodle.
3. If you plan to give a final exam, refer to the final examination schedule (available on the [Academic Calendar](http://www.depauw.edu/academics/academic-resources/advising/registrar/academic-calendar/) page). Include the final exam date and time for your course in the syllabus, and on the first day of class inform students that you expect them to be there for the exam. See section above entitled “Examinations in Courses” for additional information about guidelines for exams and final papers and projects.
4. Final Grades are due by **10:00 a.m., Wednesday, December 18**. Be sure to set deadlines for student work and plan your grading schedule so that you can meet that deadline for submitting your grades.

F. How may students reach you?

1. You should list your office address, e-mail address, and office phone number on the syllabus.
2. Student hours (your office hours for meeting with students) should be posted clearly; times should be varied so you are accessible when students are not in class. It is helpful to let students know how and when to reach you. Please also share this information with your administrative assistant. (Do you have a schedule on your door for students to sign up for appointments or leave messages? Do you use a calendar app for students to make appointments? Is there an administrative assistant who will know your schedule? Is it OK for students to call you at home?) Give students some idea of how much advance notice you need, for example: Evening e-mail is not sufficient notification that the student cannot give a presentation at 8:00 a.m. the next day.

G. Providing and sharing information electronically to students.

You are encouraged to place your syllabus and other assignments on the Moodle site for the course (<https://moodle.depauw.edu>/login/index.php). Staff members in the [Faculty Instructional Technology Support (FITS)](http://www.depauw.edu/it/fits/) program can provide you with additional support, such as setting up an electronic bulletin board/discussion group, a Moodle course website or a shared class network folder. The staff in [FITS](mailto:fits@depauw.edu) (765-658-4389) will be happy to talk to you about other technology resources and services you can use in your courses. Class lists are available in the Class Information section of your [faculty e-services](http://www.depauw.edu/e), where there is also a utility for sending email to each member of the class.

H. Confidentiality.

Federal law places requirements on all of us with regard to privacy of students' academic information. Do not use names, student ID numbers, or social security numbers when you post test or other grade information. Don’t put graded papers outside your office unless they are in individual envelopes to protect privacy. Be sure that there is adequate privacy when you talk with students and be sure to keep student confidences when talking with other faculty members, students, and friends.

I. Petitions for course adjustments.

The Petitions Committee is very reluctant to grant permission for students to withdraw after the deadline in the eighth week. Similarly, they are reluctant to allow a student to enter a class after six class days have passed. There may be a late fee if a petition is granted to adjust a student’s schedule after the deadline. Students must use this [Petition Form](https://www.depauw.edu/files/resources/registrar-appeal-petition.pdf).

J. Library services.

Your library team is here to help with a number of things! Tiffany Hebb ([thebb@depauw.edu](mailto:thebb@depauw.edu)), can set up a library instruction session for your class. From past experience, we find that these sessions are most effective when they are linked to particular course assignments and projects. Robin Bennett ([robinbennett@depauw.edu](mailto:robinbennett@depauw.edu)), can help with acquiring any library materials you may need for your classes. If you'd like to have materials on reserve, please reach out to Tina Oetken ([tinaoetken@depauw.edu](mailto:tinaoetken@depauw.edu)). For music reserves, reach out to Lynn Hohenstein ([lindahohenstein@depauw.edu](mailto:lindahohenstein@depauw.edu)). Victoria Peters (victoriapeters@depauw.edu) can help guide you through the scholarly publishing process.