

Course Syllabus

Category: Academic – Students, Teaching, Faculty

Approval: Senate

Responsibility: Office of the Dean of Arts & Science

Date: December 2006

Course Syllabus Template

Chairs are requested to initial each course syllabus before it is submitted to the Dean's Office, indicating that each outline conforms to the University's regulations set out in the University Calendar. Course syllabuses should also include the following information:

1. The instructor's name, office telephone number, campus location, and where possible, office hours.
2. The university, department, course name, number and year offered.
3. The secretary's name (optional), contact number and location.
4. Compulsory course fees, if any.
5. Course description - recommended that this be more detailed than in University Calendar.
6. Course format (i.e., lecture, tutorials, labs, number of contact hours per week, use of learningSystem/Blackboard, etc.).
7. Required and/or recommended texts.
8. Evaluation (i.e., grading/marking scheme).
9. Explanation of assignments.
10. Course policies on late submission of work and attendance in class/labs.
11. Schedule of topics and readings (list of readings may be provisional).
12. The syllabus may refer students to the departmental or university web site for other policies.
13. The University grading scheme may also appear on each syllabus. Please refer to policy on Grading and Assessment in the University Calendar for details.
14. Where appropriate, a reminder that all research involving the use of human subjects requires advance approval from a duly constituted University Committee.

The following university policy statements should be included on all course syllabi:

15. Academic Integrity: Academic dishonesty, which includes plagiarism and cheating, is an extremely serious academic offence and carries penalties varying from a 0 grade on an assignment to expulsion from the University. Definitions, penalties, and procedures for dealing with plagiarism and cheating are set out in Trent University's Academic Integrity Policy. You have a responsibility to educate yourself – unfamiliarity with the policy is not an excuse. You are strongly encouraged to visit [Trent's Academic Integrity website](http://www.trentu.ca/vpacademic/academic-integrity) to learn more. (URL: www.trentu.ca/vpacademic/academic-integrity)

16. Access to Instruction: It is Trent University's intent to create an inclusive learning environment. If a student has a disability and/or health consideration and feels that he/she may need accommodations to succeed in this course, the student should contact the Disability Services Office (BH Suite 132 , 748-1281, disabilityservices@trentu.ca) as soon as possible. Complete text can be found under Access to Instruction in the Academic Calendar.

The following university policy statement should be included on all course syllabi for courses in which clickers are used as a portion of course grades:

17. Clickers (Personal Response Systems): As clicker records are used in this course to compute a portion of course grades, the use of a clicker other than your own is an academic offence. In lecture or tutorial, possession of more than one clicker, or that of another student, may be interpreted as intent to commit an academic offence.

Submission Deadline

A complete set of course outlines for all full and half courses for your Department/Program should be forwarded to the Dean's Office on the dates indicated on the Chair's Calendar. Reading and Special Topic course outlines should conform to the same guidelines outlined above for regular course outlines and must be submitted to the Dean's Office as well. Course outlines will be kept on file in the Dean's Office for one year, after which they will be forwarded to Archives.

Please note that the University Library requires two copies of each syllabus to be forwarded to the Circulation Desk, Bata Library.

Academic Regulations on Course Syllabuses from the University Calendar

Each course has a syllabus which includes the method of assessment and the grading scheme. In some cases an instructor may judge that certain regulations are inappropriate for a particular course, and may be granted a formal exemption from them by the Dean of Arts and Science. Any such exemptions will be noted in the course syllabus.

The instructor reviews the syllabus with the students at the first class in the course. Any change thereafter in the grading scheme must be agreed to in writing by all students present at a subsequent class; at the class immediately following that one the revised section of the syllabus must be posted or otherwise communicated.

Approved by USC: November 2005.

Updated and Approved by USC: December 2006.