

COLLEGE OF NATURAL & HEALTH SCIENCES

CURRICULUM COMMITTEE COURSE SYLLABUS GUIDELINES

Revised 8/24/2009

Regular Font = University Course Syllabus Format Checklist

Italics = Curriculum Committee additions

- Course Number and Prefix** – *A list of designated university numbers and definitions may be found on the Provost's webpage, Curriculum Review link, Revised Curriculum Approval Policy -- <http://www.unco.edu/provost/curriculumreview.html> (p. 7-8).*
- Title (Credits)** – *Reminder: for new and modified course titles provide an Equate (Banner) title limited to 25 total characters including spaces.*
- Co-Requisites/Prerequisites** – *Reminder: Banner will check for prerequisite or co-requisite courses and students will be blocked from registration unless they have either completed or are enrolled in the required prerequisite(s)/co-requisite(s).*
- Course Description** – *Reminder: Catalog course description is limited to 30 words.*
- Course Objectives** – *Committee note: e. g. what students will learn from the course.*
- Outline of Course Content** (major content topics with main subdivisions)
- Course Requirements** (exams, papers, etc.) – *Committee note: Other examples of course requirements can include: participation, presentations, lab technique, skill performance, and projects. The version of syllabus given to students must have grading systems (e.g., percentages, points) listed. It is advisable to have sample percentages assigned to various requirements on proposed syllabus.*
- Method of Evaluation** (letter graded or S/U graded; S/U graded must be stated in the course description on New Course Modification memo) *Committee note: Grade level breakdown must be on syllabus given to students.*
- Required Texts and/or Required Reading List** – *Suggestion: if using only texts over 5 years old please provide a brief statement explaining why the dated texts are appropriate.*
- Disability Support Services (Mandatory)** - Add the following disability statement to syllabus:
Any student requesting disability accommodation for this class must inform the instructor giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner. (updated per DSS 8-24-09)

Other suggested/optional wording:

Honor Code - All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

UNC's Policies - UNC's policies and recommendations for academic misconduct will be followed. For additional information, please see the Dean of Student's website, Student Handbook link

<http://www.unco.edu/dos/handbook/index.html>

***Portable Electronic Devices** - Please extend courtesy to your instructor and fellow students by turning off your portable electronic devices such as: cell phones, pagers, and iPods. Although not an audio issue, text-messaging is a distraction to other students and prevents you from full participation in class. You should keep your portable electronic devices in your backpack or purse during class. Your personal electronic devices should not be on your desks. If you know that you may need to accept an emergency phone call during class or if you have children in childcare or school, please let the instructor know. If you need to take a phone call during class, please step out of the classroom while you complete your call. Thank you for your cooperation.*

Other Syllabus Guidelines

The syllabus for a course proposed for general education (*Liberal Arts Core*) must contain a complete bibliography and must be accompanied by a statement of how the course meets the various criteria for the general education category (*Liberal Arts Core Area*) requested. *Reminder: check the GEC (LAC) box on the curriculum form. This is important to ensure the course will be reviewed through the proper curriculum process.*

The syllabus for a course proposed for PTEP should contain objectives and evaluations needed for State Standards. The syllabus must contain objectives, assessment, knowledge, and skills aligned with the applicable state standards for accreditation. Check the PEC box on the curriculum form. This is important to ensure the course will be reviewed through the proper curriculum process.

A double-numbered course must have appropriate required coursework for both undergraduate and graduate students. *Reminder: the syllabus must clearly distinguish the qualitative differences between the graduate and undergraduate components of the course. All multiple numbered courses should try to pair a 500 level course with a 400 level course. (see Multiple Numbered Courses information in UNC Catalog).*