Texas A&M University Syllabus Requirements

On 12 May 1997, the Faculty Senate approved the Minimum syllabus Requirements for new graduate and undergraduate courses. The 12 May 1997 document is Appendix 1 of this report. This document includes material provided by the Mays Business School (Syllabus Template, dated 2008) and the Center for Teaching Excellence (Course Syllabus dated 6 December 2007).

The Academic Affairs Committee of the Faculty Senate of Texas A&M University recommends the following replacement document, Texas A&M University Syllabus Requirements for undergraduate and graduate courses. The recommendations came from the Academic Affairs Committee of the Senate and have been reviewed by the University Curriculum Committee and the Graduate Council.

We anticipate that the “Texas A&M University Syllabus Requirements” will be used by instructors for many purposes including the development of proposals for new graduate and undergraduate courses, in gaining writing intensive course status, as supporting materials for accreditation in various disciplines and regional accrediting organizations (SACS), for inclusion in the Texas A&M University Core Curriculum, as part of the documentation for Teaching Portfolios, and as the syllabus for use in course instruction. The following document (Appendix 2) provides the minimum requirements for a syllabus used in courses at Texas A&M University. Instructors may include additional information or arrange the topics in any order. Consistent with existing policy, no statement on a syllabus may contradict university rules regarding attendance, approved absence, etc. You may wish to refer to the Student Rules regarding Academics at http://student-rules.tamu.edu

Appendix 2a provides a listing of the Minimum Syllabus Requirements for courses at Texas A&M University. Explanations and links are provided for appropriate categories. Instructors may alter the order and add additional materials and topics specific to their own courses. Appendix 2b provides an on-line version that may be used to construct a syllabus and upload the document to a web site.

Appendices 2a – 2b will be available on the Curricular Services Web Site and the Faculty Senate Web Site. In addition, regular workshops on syllabus construction are offered by the Center for Teaching Excellence (845-8392).
Minimum Syllabus Requirements

At its regular meeting held May 12, 1997, the Faculty Senate approved the following recommended Minimum Syllabus Requirements for new graduate and undergraduate courses. The recommendation came from the University Curriculum Committee and the Graduate Council and was approved by the Academic Affairs Committee of the Faculty Senate at its April 21, 1997 meeting.

Sample Syllabus

- Course Title and Number
- Instructor information
- Prerequisite(s)
- Course topics/calendar
- Grading
- List of assignments, tests, etc.
- No statements contrary to University rules regarding attendance, approved absences, etc.
- Textbook and/or resource materials listing
- Americans with Disabilities Act (ADA) Policy Statement

Approved by the University Curriculum Committee
March 7, 1997
Approved by the Graduate Council
March 20, 1997
Approved by the Faculty Senate
May 12, 1997

Americans with Disabilities Act (ADA) Policy Statement

The following ADA Policy Statement (part of the Policy on Individual Disabling Conditions) was submitted to the University Curriculum Committee by the Department of Student Life. The policy statement was forwarded to the Faculty Senate for information.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Department of Student Life, Services for Students with Disabilities, in Cain Hall or call 845-1637.

Academic Integrity Statement

"An Aggie does not lie, cheat, or steal or tolerate those who do."
All syllabi shall contain a section that states the Aggie Honor Code and refers the student to the Honor Council Rules and Procedures on the web http://www.tamu.edu/aggiehonor

It is further recommended that instructors print the following on assignments and examinations:
"On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work."

Signature of student

Appendix 2a

Minimum Syllabus Requirements

Course title, number, and term (e.g., Spring 200X), meeting times and location

Course description and prerequisites (In addition to material chosen by the instructor, the course description should closely follow the catalog description for the course. In some instances, the course description may include a rationale or context for the subject matter within the discipline. Prerequisites, even if “none”, should be given and these should match the catalog.

Learning outcomes (A statement of what students will be able to do or know upon completion of the course. The outcomes may include competencies developed in the course. Learning outcomes are measurable and define what students need to do to show mastery of course materials. Additional assistance with learning outcomes is available through the Center for Teaching Excellence http://cte.tamu.edu/resources/toolkit and the Office of Institutional Assessment (http://assessment.tamu.edu/resources).

Instructor information (include name, telephone number, email address, office hours, and office location) Instructor information not necessarily needed for new course requests.

Textbook and / or resource materials

Grading policies (Policies or grading rules should cover late work, grade assignment and weighting, attendance policy, and make-up guidelines. If a portion of the grade involves qualitative or subjective judgments, include a rubric in the grading scheme that identifies what distinguishes “A” work from “B” work from “C” work, etc. Changing grading policies should occur only under extraordinary circumstances. No statement on a syllabus may contradict university rules regarding attendance, approved absence, etc. You may wish to refer to the Student Rules regarding Academics at http://student-rules.tamu.edu).

Course topics, calendar of activities, test dates (If the course is web-based, you may wish to provide links to academic calendar and final schedule. Avoid conflicts with religious observances. Major assignment due dates may be included, but should not be changed without notification of all students in the course.)

Other pertinent course information relevant to the course (not required)
Americans with Disabilities Act (ADA) Policy Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Cain Hall, Room B118, or call 845-1637. For additional information visit http://disability.tamu.edu

Academic Integrity Statement and Policy All syllabi should contain a section that states the Aggie Honor Code and refers the student to the Honor Council Rules and Procedures on the web: www.tamu.edu/aggiehonor

“An Aggie does not lie, cheat or steal, or tolerate those who do.”

It is further recommended that instructors print the following on assignments and examinations:

“On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”

[Signature of Student]

Helpful Links for syllabus construction

Academic Calendar http://admissions.tamu.edu/registrar/general/calendar.aspx
Final Exam Schedule http://admissions.tamu.edu/registrar/general/finalschedule.aspx
On-Line Catalog http://www.tamu.edu/admissions/catalogs/
Student Rules http://student-rules.tamu.edu/
Religious Observances http://dof.tamu.edu/faculty/policies/religiousobservance.php
Center for Teaching Excellence http://cte.tamu.edu
Appendix 2b

Course Information

Course number and title
Term (e.g., Fall 200X)
Meeting times and location

Course Description and Prerequisites

Learning Outcomes

Instructor Information

Name
Telephone number
Email address
Office hours
Office location

Textbooks and/or Resource Material

Grading Policies

Course Topics, Calendar of Activities, Assignments, Test Dates

<table>
<thead>
<tr>
<th>Week</th>
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Other Pertinent Course Information

Americans with Disabilities Act (ADA)
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services, in Cain Hall, Room B118, or call 845-1637. For additional information visit http://disability.tamu.edu

Academic Integrity
For additional information please visit: http://www.tamu.edu/aggiehonor

“An Aggie does not lie, cheat, or steal, or tolerate those who do.”

Helpful Websites

<table>
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<tr>
<th>Website</th>
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<td>Academic Calendar</td>
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<td>Final Exam Schedule</td>
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Syllabus Template Instructions

Course Information - Provide course title and number (e.g., Personnel Psychology – PSYC 353); term (e.g., Fall 200X); meeting times and location (e.g., Tuesday & Thursday, 12:45 pm to 2:00 pm, Psychology (PSYC) Bldg, Room 108).

Course Description and Prerequisites - Course descriptions should be similar to the catalog course description. Prerequisites, if any, should be listed and should match the catalog.

Learning Outcomes - Learning outcomes are defined as a statement of what is expected that a student will be able to do upon successfully completing the course. It may include competencies developed in the course.

Resources for writing learning outcomes
- Questions to assist in writing learning outcomes for a course
- Six Major Levels of Bloom’s Taxonomy of the Cognitive Domain
- Bloom Polygon

Instructor Information - Provide name, telephone number, email address, office hours, and office location.

Textbooks and/or Resource Material - List required textbooks and/or any resource material necessary for this course.

Grading Policies - State how grades will be assessed. The value in points or percentages of assignments. This section should include policies on attendance, late or missed assignments, make-up guidelines, etc. Remember no statements contrary to University rules regarding attendance, approved absences, etc. Reference http://student-rules.tamu.edu/rule7.htm

Course Topics, Calendar of Activities, Assignments, Test Dates - List major course topics and required reading for the fourteen week semester. List assignments, tests, and corresponding dates. No conflicts with religious observances.

Other pertinent course information relevant to the course (not required) – Additional relevant course information may be added.

Americans with Disabilities Act (ADA) - This statement is required on all syllabi. No changes can be made to this statement. Reference http://disability.tamu.edu.

Academic Integrity Statement and Policy - This statement is required on all syllabi. Reference http://www.tamu.edu/aggiehonor.

It is also recommended that the following statement be included on all assignments and examinations:

"On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work."
Signature of Student

Helpful Websites

Academic Calendar http://admissions.tamu.edu/Registrar/General/Calendar.aspx
Final Exam Schedule http://admissions.tamu.edu/Registrar/General/FinalSchedule.aspx
On-line catalog http://www.tamu.edu/admissions/catalogs/
Religious Observances http://dof.tamu.edu/faculty/policies/religiousobservance.php
Student Rules http://student-rules.tamu.edu
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