



Syllabus Minimum Requirements

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Complete SIU Syllabus

Last Revision: September 28, 2015

Provided by the Offices of the Associate Provost's

The minimum requirements for course syllabi are specified in section 10.02.a.3 of the Collective Bargaining Agreement (CBA) with the SIU Faculty Association, and in section 11.04.a.3 of the CBA with the NTT Faculty Association. The language is identical in each CBA and is as follows:

Syllabus: The course syllabus is a document that must be provided to all students at the beginning of each semester (if possible at the first class meeting). Its contents must include, at minimum, course goals and topics, types of assignments (e.g., readings, types of oral and written exercises, term papers, etc.), and the means to be used in the evaluation of students. Additionally, the instructor is to provide his/her office hours, office location, and office telephone number as well as, if available, a University e-mail address.

Components of the SIU Complete Syllabus, below, that are **not** among the minimum requirements specified above should be viewed as best-practice recommendations from the Office of the Associate Provost for Academic Programs.

- 🐾 Instructor name and contact information, including regular office hours, office phone number, University email address, if available. If applicable, it is recommended to include contact information for teaching/lab assistants for the course.
- 🐾 Course name, number, meeting time, meeting place, and brief description (The official catalog description is recommended). Also include information about lab meetings or discussion sections if applicable.
- 🐾 Student Learning Objectives. As a general rule, the course SLO's need to be in alignment with programmatic SLO's, as required for degree- or unit-specific accreditation. When the course is a University Core Curriculum course, the learning objectives should be those approved by the Core Curriculum Executive Council and listed on the syllabus for the course posted on the UCC website.
- 🐾 Texts and other materials required (and or optional) for the course
- 🐾 Course Grading Scale—Using a list of all graded items in the course (quizzes, exams, homework assignments, portfolios, lab assignments, presentations, group projects, papers, attendance, participation, etc.), the instructor should identify all of the points and percentages of items required to achieve each letter grade in the course (A, B, C, D, F).
- 🐾 Late Work Policy for each type of assignment/exam.

It is recommended that reference to the following policies and practices also be included in the syllabus, or the appropriate semester's Syllabus Attachment, available from the Provost's webpage can be inserted: <http://pvcaa.siu.edu/forms/index.html> (sample attachment on page 4)

- 🐾 Detailed Schedule – a weekly or daily schedule showing required readings, class activities, course withdrawal deadlines, assignment due dates, exam dates, including any exam scheduled during final exam week. Dates for when the class can be dropped without receiving a “W” and/or a “WF.”
- 🐾 SIU Policy on “Incomplete” as a Course Grade.

The following text is taken from the [Undergraduate Catalog](#), Grading and Scholastic Regulations section:

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average...

The Incomplete policy for graduate courses, taken from the [Graduate catalog](#), is as follows:

An INC grade should be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. INC is not included in grade-point computation. An INC must be changed to a completed grade within one year from the close of the term in which the course was taken or graduation, whichever comes first. Should the student fail to complete the course within the time period designated, that is, one year from the close of the term in which the course was taken or graduation, whichever comes first, the Incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. To complete the work from the original registration, a student should not register for the course again, but should complete the work for the original registration if the original registration is within the normal time limits established for the degree. A contract for an INC grade must be established between the instructor and student at the time the INC grade is assigned. An extension may be granted if the request for the extension is made within the first year and approved by the Dean of the Graduate School and the Provost.

- 🐾 Course Attendance Policy (if applicable), including the number of unexcused absences allowed, acceptable excuses, tardiness policy, and the effect of absences and tardiness on a student's final grade. In particular, if there is a point at which missing a specific number of classes results in a failing grade, this should be explicitly noted on the syllabus. Also, it is recommended that the University Policy on Accommodating Religious Students (Undergraduate Catalog, chapter 7) be mentioned or included on a syllabus.
- 🐾 Expectations and Tips for Class Preparation: tell the students exactly what it means to be prepared for your class on a regular basis.
- 🐾 Course Mobile Technology Policy: Include a statement indicating whether and how students may use laptops, iPads, netbooks, e-Readers, smart phones, etc. during your class.

- 🐾 Course Disruptive Behavior Policy –any inappropriate disruptive behaviors. Exactly how you frame this section is up to you. Here is an example from one SIU instructor’s syllabus:

The classroom is a shared space where consideration and compassion for others are not negotiable. These are a must! To learn the interpersonal and professional skills offered in the course requires that, as with a sport or any instrument, we practice them daily. A positive attitude, a willingness to listen and learn, and an embrace of differences as well as similarities. . . these are just a few of the dynamics we will strive to practice.

- 🐾 Statement on Inclusive Excellence, such as the following example:

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ from you is an important part of your education in this class, as well an essential preparation for any career.

- 🐾 Statement on Academic Honesty/Plagiarism –

See the Morris Library Guide on Plagiarism (<http://libguides.lib.siu.edu/plagiarism>)
SIU Student Conduct Code: http://srr.siu.edu/student_conduct_code/

- 🐾 Statement of SIU Emergency Procedures

Emergency response information is available on posters in every building on campus and in the Emergency Response Guideline pamphlet. It is also available on BERT’s website at <http://www.bert.siu.edu/> and on the Department of Safety’s website www.dps.siu.edu.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

- 🐾 Resources for additional academic help – Writing Center, Learning Support Services, tutoring, DSS services, etc. Two examples:

Supplementary Assistance: With the cooperation of SIU’s Disability Support Services (DSS), each student who qualifies for reasonable supplementary assistance has the right to receive it. Students requesting supplementary assistance must first register with DSS in Woody Hall B-150, (453-5738) or <http://disabilityservices.siu.edu/>

Notice: If you have any type of special need(s) or disability for which you require accommodations to promote your learning in this class, please contact DSS at 453-5738 or go to Room B104 at Woody Hall to verify your eligibility and options for accommodations related to your special need(s) or disability.

- 🐾 SIU email policy-- *Official SIU Student Email Policy*: <http://policies.siu.edu/policies/email.htm>

- 🐾 Saluki Cares—The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. To make a referral to Saluki Cares click, call, or send: <http://salukicare.siu.edu/index.html>; (618) 453-5714, or siucares@siu.edu.

IMPORTANT DATES *

Semester Class Begins.....	01/19/2016
Last day to add a class (without instructor permission).....	01/25/2016
Last day to withdraw completely and receive a 100% refund.....	02/07/2016
Last day to drop a course using SalukiNet.....	04/14/2016
Last day to file diploma application (for name to appear in Commencement program).....	02/05/2016
Final examinations.....	05/09-05/13/2016

Note: For outreach, internet, and short course drop/add dates, visit Registrar's Academic webpage <http://registrar.siu.edu/>

SPRING SEMESTER HOLIDAYS

Martin Luther King, Jr.'s Birthday Holiday 01/18/2016
Spring Break 03/12-03/20/2016

WITHDRAWAL POLICY ~ Undergraduate only

Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit <http://registrar.siu.edu/pdf/gradcatalog1314.pdf>

INCOMPLETE POLICY ~ Undergraduate only

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. INCs must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit: <http://registrar.siu.edu/grades/incomplete.html>

REPEAT POLICY

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at <http://registrar.siu.edu/pdf/gradcatalog1314.pdf>

GRADUATE POLICIES

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit <http://gradschool.siu.edu/about-us/grad-catalog/index.html>

DISABILITY POLICY

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. <http://disabilityservices.siu.edu/>

PLAGIARISM

Student Conduct Code http://srr.siu.edu/student_conduct_code/
Guidelines for Faculty <http://pvcaa.siu.edu/common/documents/Plagiarism/Guide%20to%20Preventing%20Plagiarism.pdf>

MORRIS LIBRARY HOURS

<http://www.lib.siu.edu/about>

SAFETY AWARENESS FACTS AND EDUCATION

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: <http://safe.siu.edu>

SALUKI CARES

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, <http://salukicare.siu.edu/index.html>

EMERGENCY PROCEDURES

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Please reference the Building Emergency Response Protocols for Syllabus attachments on the following pages. *It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.*

INCLUSIVE EXCELLENCE

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well as an essential preparation for any career. For more information please visit: <http://www.inclusiveexcellence.siu.edu/>

LEARNING AND SUPPORT SERVICES

Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring : <http://tutoring.siu.edu/>
Math Labs http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER

The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit <http://write.siu.edu/>

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: <http://diversity.siu.edu/#>

Additional Resources Available:

- SALUKINET:** <https://salukinet.siu.edu/cp/home/disolav/ocin>
- ADVISEMENT:** <http://advisement.siu.edu/>
- SIU ONLINE:** <http://online.siu.edu/>