

## **Academic Senate Policy #S08-90**

### **Faculty Statement of Course Requirements**

(Formerly Statement on Course Requirements, #S82-90)

#### Rationale

A syllabus serves a dual function, it is often the first point of contact and connection between the instructor and student and it also outlines the basis on which student performance will be evaluated for a particular course. A syllabus is a learning management tool that can be an effective guide to clear expectations, scope and sequence of course, deadlines, key dates, resources, and learning outcomes. A syllabus can be used to promote purposeful learning and fosters mutual respect between all class participants. With the increase in the number of new instructors, new methods of teaching and new statements required in course syllabi, such as the University disability access statement, there is a need for a new policy to replace Academic Senate Policy S82-90.

#### POLICY ON COURSE SYLLABI

Students shall receive a written syllabus (digitally or in hard copy) by the first course meeting or, in the case of courses taught online, it will be available to them when the course opens.

All syllabi shall include:

1. the instructor's name, office number, and contact information;
2. the course title and number;
3. a statement of scope, content, course objectives and expected student learning outcomes of the course;
4. a list of texts and materials to be used throughout the course, including any additional fees or costs;
5. a description of grading policy;
6. a description of teaching methods to be employed;
7. statements required by Academic Senate Policy.

During the semester, students shall be notified in writing (digitally or in hard copy) of any substantive changes in the course syllabus. Colleges, schools, departments, or programs may have specific additional syllabus requirements for their course offerings.

This policy replaces Academic Senate Policy S82-90.

## **Academic Senate Policy #F07-244**

## Syllabus Disability Statement Policy

All syllabi will include the university's statement regarding disability access:

'Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the Student Service Building and can be reached by telephone (voice/TTY 415-338-2472) or by email (dprc@sfsu.edu).'  
(<http://www.sfsu.edu/~dprc/facultyfaq.html#1>)

\*\*\*Approved by the Academic Senate on Tuesday, October 9, 2007\*\*\*

### **Faculty Manual (accessed 1/14/09)**

**[http://www.sfsu.edu/%7Eacaffrs/faculty\\_manual/welcome.htm](http://www.sfsu.edu/%7Eacaffrs/faculty_manual/welcome.htm)**

According to Academic Senate Policy S82-90, a faculty member must prepare a Statement of Course Requirements for each course he/she teaches. Students must receive, in writing:

- \* A statement of scope, content, and expected learning outcomes of the course
- \* A list of texts and materials to be used throughout the course, including any additional fees or costs
- \* A description of grading policy and practices
- \* A description of teaching style (for example, fixed outline, lecture, discussion, class-directed, or evolutionary)
- \* A description of any substantive departure from the content published in the university Bulletin or Class Schedule

According to Academic Senate policy F76-12 a time period is set aside at the end of each semester for a formal examination period. All classes are expected to meet during the final examination period whether an examination is given or not. The final examination schedule is published each semester in the Class Schedule.

The SFSU community recognizes and takes pride in the diversity of religious and spiritual backgrounds of its student body and strives to make every reasonable effort to give its students the opportunity to observe their recognized religious holidays. The Academic Senate Policy on the Observance of Religious Holidays indicates that, "The faculty of San Francisco State University shall make reasonable accommodations for students to observe religious holidays when such observances

require students to be absent from class activities....” Refer to the policy for further information, including implementation procedures.

#### Academic Senate Policies:

##### Policy on Paired Courses (S90-126)

While course descriptions and course syllabi for any pair of courses should be virtually identical, specification of the requirements for the graduate course must address explicitly the expectations for graduate students to include how independent critical judgment is to be developed and evaluated and how students will present the results of their research and critical analysis in an original form. The syllabi must clearly delineate the additional requirements for graduate students that might include significant research papers, oral presentations of research, and/or the demonstration of more sophisticated laboratory or studio skills than those required of students in the undergraduate course.

##### Policy on Observance of Religious Holidays (F00-212)

The faculty of San Francisco State University shall make reasonable accommodations for students to observe religious holidays when such observances require students to be absent from class activities. It is the responsibility of the student to inform the instructor, in writing, about such holidays during the first two weeks of the class each semester. If such holidays occur during the first two weeks of the semester, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.

This policy shall be included in the University Bulletin and appropriate websites. Faculty are encouraged to include the policy statement in their course syllabi. Students wishing to be excused from class attendance for religious observances must submit a written request to their instructors prior to their absences, as stated in the policy above.

##### Computer Science Department Policy on Academic Cheating and Plagiarism

<http://cs.sfsu.edu/plagarism.html>

An announcement of the existence of the policy will be made by the instructor at the first meeting each semester of every Computer Science class, at which time any course specific guidelines on cooperation and use of published programs can also be stated. For lower division courses, reference to this policy and statement of any course specific guidelines will be included in the course syllabus distributed to all students.