

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 or course objectives [Recommended]**
(Learning Outcome = 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> and the Office of Institutional Assessment (<http://assessment.tamu.edu/resources>.)

(Course Objectives = articulate the knowledge and skills the instructor wants students to acquire by the end of the course (<http://www.cmu.edu/teaching/designteach/design/learningobjectives.html>.)
- **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. 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, major assignment 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 and test 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: <http://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:

❖ **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

Reviewed by University Curriculum Committee, April 2008

Reviewed by Graduate Council, May 2008

Recommended by Academic Affairs Committee, May 2008

Approved by Faculty Senate (FS.26.15), July 14, 2008

Approved by President, August 6, 2008

Approved by Faculty Senate (FS.26.86), February 9, 2009