

## SYLLABUS REQUIREMENTS & RECOMMENDATIONS

### REQUIRED MINIMUMS FROM THE FACULTY HANDBOOK

Additional details, including *accessible electronic syllabus requirements* and optional material is located in the [Course Syllabus section of the Faculty Handbook](#).

1. Course Designations
  - Numbers, Title, Credit Hours, Semester and Year, Instructor's Name, Office Hours, Office Number, Phone, and Email address.
2. Course Description and Prerequisites (as indicated in the Bulletin)
3. Course Objectives
4. Student Learning Outcomes (SLOs): See the [Institutional Effectiveness website](#) for an SLO Primer and other resources.
5. Content Outline
6. Required Learning Resources or Textbook
7. Course Requirements
  - Test(s), Reading Lists, Visual Aids, Computer Laboratories, Field Trips, etc.
8. Basis and Methods for Grading
9. Attendance Policy
  - Setting attendance requirements is the prerogative of the individual faculty. However, you must state your attendance policy and related consequences of violating the attendance policy (e.g. its effect on the student's grade) in the syllabus. See [Policy 2:041 for University Excused Absences](#).
10. Minimum Technology Requirements: Syllabus documents for courses should provide minimum technology requirements related to required hardware, software, online proctoring or instructional technology. In addition, the syllabus should provide clear instructions for students on how they may obtain, install or use instructional technology.
11. Caveat Statement
  - A statement clarifying that the syllabus is not a contract and that circumstances may require that the stated requirements could change.

### SYLLABUS SUPPLEMENT

These are required statements from the Faculty Handbook and information regarding mask wearing and other policies related to COVID-19. Either

copy and paste this information or include the document in D2L and the following statement in your syllabus:

- See the Syllabus Supplement for University Policies and Procedures that apply to all courses.

### **RECOMMENDED ADDITIONAL CONTENT DUE TO COVID-19**

Due to the impact of the global pandemic, we recommend that faculty incorporate additional information in their syllabus, beyond the minimum syllabus requirements specified in the [Faculty Handbook](#).

- Minimal Technical Requirements (although mentioned in the Course Syllabus section of the Faculty Handbook, we recommend that the syllabus provide additional detail and support)
  - Give specifications needed for laptop/computer
  - Ensure you give a list of required software or online platforms that will be used in the class (ideally this could be specified by module or assignment)
  - Any extra information the student may need to follow the lecture or to complete the necessary assessments or assignments
  - Any links to instructions or tutorials on the use of software/platforms
  - If you need technical help or do not have required equipment and internet access for the course, please ask students to let you know. Individuals can also contact Distance Education Support, Monday – Friday, 8:00am-4:30pm, by calling 931-221-6625, by emailing [online@apsu.edu](mailto:online@apsu.edu) or request support online using the request form <https://govstech.apsu.edu/TDCClient/2071/Portal/Requests/ServiceCatalog?CategoryID=5310>
- Activity/Assignment/Assessment
  - List the student's required tasks
  - Give detailed information
  - If utilizing a grading rubric – give a link to the rubric or share the details.
  - Transparency is key when giving online assignments.
- Contact and Participant Information
  - APSU email is the University required communication tool but we know there are many other ways to communicate with students in courses
  - List all of your contacts you are willing to use

- Office Hours (virtual or on-campus) – Although the Faculty Handbook requires that the syllabus list the office hours, we recommend specifying additional details due to the nature of the Fall Semester.