

Syllabus Requirements (3/9/05)*
UAB Department of Foreign Languages and Literatures

There will be a separate syllabus for every course (each level) taught in the UAB Department of Foreign Languages and Literatures. On the first day of class, the syllabus will be given out to the students and handed into the office staff (in both paper and electronic form) of the UAB Department of Foreign Languages and Literatures. The syllabus will then be posted on the department web site. Changes in the syllabus can be made during the semester by submitting a revised version to both students and staff.

Syllabus Definition: A syllabus is a course outline provided by instructors that lists course requirements, grading criteria, course content, expectations, and other relevant course information.

Syllabus Template: A syllabus template will be posted on the department web page (see Faculty Resources) and will be updated as needed (e.g., replace dead links). The syllabus template is mandatory for all 100- and 200-level courses. The template is optional for 300-, 400- and 500-level courses. Upper-level courses may opt for a different format, but an upper-level syllabus must include the required elements outlined in this document.

The syllabus must include the following:

1. Date of syllabus creation or revision
2. University of Alabama at Birmingham
3. School of Arts and Humanities
4. Department of Foreign Languages and Literatures
5. Course title
6. Course number and section number
7. (Official) pre-requisites for success in the class, if applicable
8. Course day(s) and time
9. Year and term: fall, spring, summer (indicate which term)
10. Other variations like cross-listing number and section, honors program course, study abroad designation
11. Instructor name and title
12. Faculty office hours (FT faculty must list at least 1.5 office hours weekly per class; PT faculty must list at least 30 minutes twice weekly)
13. Faculty phone number(s)
14. Faculty e-mail address(es) (must list at least one address that ends in **uab.edu**)
15. Department phone number, web, e-mail and campus addresses of the main department office and the Foreign Language Media Services (FLMS).
16. Course textbook, ancillaries, media requirements, other materials to be purchased or for reference
17. Course description
18. Course goals/objectives
19. Student learning outcomes
20. Department attendance and participation policy
21. Department classroom policies
22. UAB Honor Code statement with link
23. UAB Disability Services statement with link
24. Explanation of how students will be graded/evaluated
25. Exam and assignment schedule
26. Optional: Explanation of technological course components
27. Optional: Information about cultural events, service-learning projects (i.e., Spanish Club, Foreign Film Series, Language Tables, etc.)
28. Optional: Other miscellaneous information to set up a framework for the class that enhances student learning

*This document is an appendix to the Faculty Manual of the UAB Department of Foreign Languages and Literatures.

