MEMORANDUM

DATE:      May 22, 2002

TO:        Harold P. Jones, PhD
            Dean, School of Health Related Professions

FROM:      Gayl J. Canfield, PhD, RD
            Chair, Academic Affairs Committee
            School of Health Related Professions

SUBJECT:   Proposed Policy for Course Syllabus Requirement

The SHRP Academic Affairs Committee would like to propose that the school adopt the following policy requiring a written course syllabus for all courses offered:

Policy: The instructor for every course taught in the SHRP is responsible for providing a formal course syllabus to each student enrolled in his/her class. Instructors and students will be expected to abide by the policies that are set forth in the syllabus. While there is no mandated format for the syllabus, the following information must appear in some form:

- Course number and name
- Coursemaster information
  - Name
  - Office location
  - Office hours
  - Phone number and/or e-mail address
- Course description
- Course objectives
- Course contact hours
- Instructional methods
- Required/recommended textbooks and materials
- Grading criteria (i.e., how you will weight the tests and other graded assignments)
- Grading scale
- Policies on attendance, participation, and/or any other element that will affect grades
- Course outline, calendar and list of assignments