

FORMAT FOR NIAGARA UNIVERSITY COURSE SYLLABI

Approved by the Academic Senate February 12, 2007

Department, College and University format for all course syllabi shall include, but is not necessarily limited to:

- Year and semester offered
- Instructor's information: email, office hours, etc.
- Name of department and college
- Course prefix, number, title, and Gen Ed designation, if any
- Course catalog description
- Method of teaching
- Objectives of course: should indicate skills, knowledge and competencies students should have acquired by the end of the semester. **All syllabi must articulate clear links between course goals, department/program goals, college goals, or Gen Ed goals*.**
- **Assessment: indicate clearly how each of the stated course objectives will be assessed.**
- Outline of course
- Requirements of course:
 - Required materials (e.g. textbooks, readings, lab book)
 - Major assignments – Provide clear explanations regarding the nature, length, grade percentage, and tentative due dates for each major assignment.
 - A clearly defined attendance policy
 - Grading policies and procedures
- University statements on Disability, Counseling Services, and Academic Integrity.
- Bibliography – If appropriate, include required readings (other than text books) and other supplementary materials that might be of use to the student. Indicate which of these sources are available at the university library. If sources are not available at the library, please notify the library directly.

* Linkages to Goals

- 1) Syllabi for all courses that are requirements or electives for a program must articulate clearly the links between the learning outcomes of the course and the overall student learning outcomes of the program.
- 2) Syllabi for courses that are foundation courses for the General Education distribution must articulate clearly the links between learning outcomes of the course and the General Education goals.
- 3) Syllabi for courses that are not requirements or electives for a program must articulate clearly the links between the learning outcomes of the course and the program mission statement **or** General Education distribution goals **or** college goals **or** the university mission.