

## University Format for All Course Syllabi

The Niagara University Senate has approved a standard University format for all course syllabi, including requirements related to student learning outcomes assessment.

### University format for all course syllabi:

- Name of department
- Course prefix, Number, Title, and GenEd designation, if any
- Course catalog description (same as what appears on the first page of the proposal)
- Method of teaching
- Objectives of course: They 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:
  - Textbook(s)
  - Major assignments - Provide clear explanations regarding the nature, length, grade percentage, and due dates for each major assignment.
  - A clearly defined attendance policy
  - Grading policies and procedures
- Statements on Disability, Counseling Services, and Academic Honesty
- Bibliography – If appropriate, include required readings (other than the textbook) 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.

\* 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.

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.

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.

This policy is found on our website...<http://mynu.niagara.edu/mynu2/main.php>