

**The Colleges of the Arts and Sciences**  
**Syllabus Template Guidelines**  
**Approved by ASC CCI 5-9-08**

When submitting a course proposal via the Electronic Course Approval system, in addition to filling out the form ([www.eca.osu.edu](http://www.eca.osu.edu)) please attach a **syllabus template document** that adheres to the following standards as approved by the ASC Committee on Curriculum and Instruction:

Rationale: This template was created in order to provide course developers with clear guidelines when creating courses and to make transparent ASC faculty curricular committee expectations for course approval. The guidelines are also intended to increase the expediency of the course approval process by streamlining the content and order in which committees and administrators see and enter course-related data.

Items in italics are required only for operational syllabi (i.e. those distributed to students), but not for the syllabus template. However, please feel free to include this information in the template if it is available. Items not in italics **must** be included in the syllabus template document. If you have an existing operational syllabus that includes all the elements below, you may submit that document in lieu of this template. For more information about the course approval process, timing, and committees, see <http://artsandsciences.osu.edu/currofc/resources.cfm>

Exception: For variable “Topics” course proposals, at least *two* sample syllabi are required.

Syllabus Template Elements:

1. *A space for the instructor’s contact information, including name, office location, phone, e-mail, and office hours*
2. *A space for the name and contact information for the course coordinator, if the syllabus is standard for several sections*
3. *A space for meeting days and times, and classroom location*
4. Course number and title
5. Student Learning Goals and Objectives - required for all GEC courses, recommended for others

**If the course is a GEC course**, it must include the following:

- i. the GEC category or categories it fulfills (e.g. Category 2. Breadth, C. Arts and Humanities, (3) Cultures and Ideas)
  - ii. the “GEC Learning Goals and Objectives” boiler plate language pertaining to the appropriate area(s) – [hyperlink and an Operations Manual page reference to GEC LGO document]
  - iii. a statement beneath these that explains how the course will satisfy the stated Learning Goals and Objectives
6. A description of the course
  7. A list of required texts and other course materials, and information on where they are available

8. Information about the length and format of all papers, homework, laboratory assignments, and examinations
9. Grading information, indicating the percentages assigned to various requirements [coming soon: hyperlink and Operations Manual page reference to “Good Practice in Course Grading”]
10. *A grading scale*
11. *Information about the scheduling of examinations and due dates for assignments*
12. *A class attendance policy*
13. A weekly topical outline of course meetings, including topics to be covered, readings, film screenings, and homework. (The committee wants a sense of how much work is required of students.)
14. The following statement on academic misconduct:

“It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct ([http://studentaffairs.osu.edu/info\\_for\\_students/csc.asp](http://studentaffairs.osu.edu/info_for_students/csc.asp)).”

15. The following statement about disability services (recommended 16 point font):

“Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.”