**Syllabus Template**

*Faculty are not required to use this template; It is meant as a resource to ensure that the information that needs to be included on Clark syllabi is easily available.*

* *Heading text in green indicates required language to be included in syllabi.*
* *Other syllabus components are in blue.*

**[Department and Course Number]**

**[Course Title]**

**[Name of Instructor]**

**[Name of TA/PLA as appropriate]**

**[Contact information for instructors]**

**[Office hours information]**

**Course Description:**

[Please provide a short description (similar to what is in the course catalog) of the course.]

**Course Objectives:**

[What will students be able to do/understand by the end of the course?

What specific knowledge and general skills will students acquire? This could include knowledge specific to the topic of the course or academic discipline, as well as more general skills and those related to career readiness in particular fields.]

**Assignments, Evaluation & Engaged Learning Hours:**

[Please summarize the assignments for the course, how much each is worth, and how students’ total grades will be calculated.]

*Example:*

* *Essays (20% each x 3 = 60%)*
  + *Each essay should be 2-3 pages long and based on the course readings*
* *Final exam: 20%* 
  + *The final exam is cumulative*
* *Quizzes: 5% each X 2 = 10%*
* *Participation: 10%*

**Engaged Learning Hours**

[Please summarize how the 180 hours of engaged academic time will break down throughout the semester. You can include this as a table or using descriptive language. Note: This is required for NECCHE accreditation.]

*Example:*

*Each course at Clark includes 180 hours of coursework, including class time, per semester. This breaks down roughly as follows:*

* *Class time: 35 hours*
* *Reading and other class preparation: Around 6-8 hours per week, or about 100 hours over the course of the semester.*
* *Work on essays and final paper: About 30 hours over the course of the semester*
* *Meetings, Canvas, email, and other logistics: About an hour a week (or 14 hours)*

**Course Outline**

[What topics will the course cover, in what order? How many weeks will each topic cover? Which material (including readings, labs, etc) will be covered each week? When are assignments due?]

**Course readings/Class materials:**

[What are the readings or other material required for the class? If available online, where should students find it?]

**Policies**

**Participation and attendance:**

[Please explain your policies on class participation and class attendance]

**Academic integrity**:

*All students are expected to adhere to Clark’s standards of academic integrity; this means that all work must be entirely your own and entirely unique to this course. Plagiarism and other forms of cheating will not be tolerated or excused. For more information, please refer to the university’s policy on this issue, available at* [*https://catalog.clarku.edu/content.php?catoid=32&navoid=2735#academic-integrity*](https://catalog.clarku.edu/content.php?catoid=32&navoid=2735#academic-integrity) *or in the student handbook. If you have any questions about proper citation or other related issues, please don’t hesitate to come see me.*

[If you use Turnitin, please indicate this here. If you have class policies specifically related to ChatGPT or other AI content generators, you may want to include those as well.]

**Student Accessibility Services:**

[Student Accessibility Services has in-depth accessibility statements for your syllabus, found [here](https://www.clarku.edu/offices/student-accessibility-services/faculty-resources/).]

**Title IX:**

*Clark University and its faculty are committed to creating a safe and open learning environment for all students. Clark University encourages all members of the community to seek support and report incidents of sexual harassment to the Title IX office (*[*titleix@clarku.edu*](mailto:titleix@clarku.edu)*). If you or someone you know has experienced any sexual harassment, including sexual assault, dating or domestic violence, or stalking, help and support is available.*

*Please be aware that all Clark University faculty and teaching assistants are considered responsible employees, which means that if you tell me about a situation involving the aforementioned offenses, I must share that information with the Title IX Coordinator, Brittany Brickman (*[*titleix@clarku.edu*](mailto:titleix@clarku.edu)*). Although I have to make that notification, you will, for the most part, control how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.*

*If you wish to speak to a confidential resource who does not have this reporting responsibility, you can contact Clark’s Center for Counseling and Professional Growth (508-793-7678), Clark’s Health Center (508-793-7467), or confidential resource providers on campus: Prof. Stewart (*[*als.confidential@clarku.edu*](mailto:als.confidential@clarku.edu)*), Prof. Palm Reed (*[*kpr.confidential@clarku.edu*](mailto:kpr.confidential@clarku.edu)*), and Prof. Cordova (*[*jvc.confidential@clarku.edu*](mailto:jvc.confidential@clarku.edu)*).*

**FERPA:**

The link to Clark’s policy regarding student privacy under the Family Education Rights and Privacy Act is available here: <https://web.clarku.edu/policies/detailpolicy.cfm?pid=25>

***Other course policies that might be useful to include:***

**Late work policy:**

[What is your policy on late work? Is there a grade reduction?]

**Classroom etiquette:**

[Do you have policies on coming late to class, using laptops or cell phones, use of social media, recording in class, etc?]

**Course modality:**

[Is there a Zoom/remote option? If the class is hybrid, what specifically does that involve?]

**A statement on diversity, classroom culture, and mutual respect:**

[What are your expectations for how students will treat one another in class? Are there other course-specific policies around diversity and inclusion you would like students to be aware of? You can also provide a link to the CODI office website]

**Course flexibility:**

[It may be useful to include a statement noting that the instructor reserves the right to adjust assignments, the organization of the course, or other class elements as needed. Conversely, if you are offering a university scheduled exam, it is a good idea to note that these cannot be rescheduled by the instructor.]