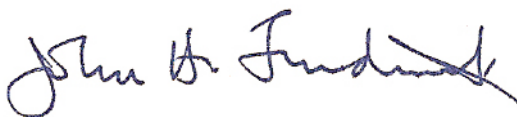


MEMORANDUM

Date: March 2, 2009

To: Deans, Department Chairs, Faculty

From: John H. Frederick



Subject: Course Syllabi

The university has long had a policy that all course instructors should provide a course syllabus to students. I would like to clarify and expand upon this general policy in several ways that I believe will be beneficial for our students.

1. All course syllabi should be posted online, either in the course's WebCT site, or on a departmental web page. This shall go into full effect with the Fall 2009 semester; however, I encourage faculty to post their syllabi online this semester, if they have not already done so.
2. Course syllabi should be made available to students online no later than the first class meeting of the semester. If subsequent changes need to be made to the syllabus, I ask that instructors update the posted syllabus as quickly as possible so that it remains current.
3. The academic content of a course syllabus remains within the province of each individual instructor to determine, subject to the department's curricular needs. However, I strongly encourage each instructor to include, at a minimum, the following elements in their syllabi:
 - the course number and name
 - the instructor's name and contact information (including email address)
 - the instructor's official office hours and location
 - a brief description of the course's learning objectives
 - the course prerequisites, if any
 - a detailed grading scheme, including types of exams/assignments and their weight in determining the final grade
 - a schedule of assignments and exams
 - the textbook, reading assignments and/or reading list

- the course policies the instructor wishes to impose, such as attendance policies, class participation and “civility” expectations, late assignment policies, *etc.*
- UTSA policies and services regarding disabilities and academic dishonesty—these may be found online at

Disability: <http://www.utsa.edu/disability/students.htm>

Academic dishonesty: <http://www.utsa.edu/infoguide/appendices/b.html> under section 203

4. In order to assist students with the process of choosing courses at registration time, I ask that an expanded course description, draft syllabus, or past syllabus be posted on the departmental web site prior to the registration period for the next semester. I understand that a complete draft syllabus may not be available at registration time. For this reason, I request department chairs to provide a past syllabus (for the assigned instructor, if possible), or an expanded course description containing, if possible, the following information:

- the course number and name
- the instructor’s name and contact information
- a grading scheme and anticipated assignments
- the anticipated textbook, reading assignments, and/or reading list

I ask all faculty to consider the syllabus an indispensable tool for organizing a course and expressing our expectations of our students. I appreciate your dedication to the education of our students and your compliance with these guidelines for course syllabi.