



EDINBORO UNIVERSITY OF PENNSYLVANIA

COURSE SYLLABUS

Policy No. B012
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Supersedes Policy B012, Dated 8/13/2015

Recommended for Approval By: 
Michael J. Hannan, Ph.D.
Provost and Vice President for Academic & Student Affairs

Approved By:  on 8/26/2019
Guiyou Huang, Ph.D., President Effective Date

Review Date: As Required

INTENT

This policy defines the requirements for course syllabi, their distribution to students, and inclusion in the University's central repository. The minimum elements to be included in a syllabus for a course offered by Edinboro University are also defined.

POLICY

All undergraduate and graduate courses must have a syllabus meeting the minimum content requirements defined in this policy.

Faculty will provide a course syllabus to all registered students by the start of the second class meeting, updated each semester taught; the syllabus may be provided either in paper or electronic form.

The syllabus for each course taught by the faculty will be provided in electronic form to his/her academic department before the end of the first week of classes in each academic session (fall, winter, spring, summer). By the end of the second week of the session, all syllabi will be provided to the Provost's designee for inclusion in the University's central repository.

Course syllabi will minimally include the following required elements:

- Course name and number
- Course description (consistent with the University Catalog)
- Course prerequisites (as specified in the University Catalog)
- Course meeting days and times
- Instructor name and contact information (office location, telephone number, email address, scheduled office hours)
- Required course materials (e.g., textbooks, software)
- Course learning objectives

- Student assessment/evaluation policy (information on grading scale, determination of grades, expectations for class participation, etc.)
- Class policies for make-up exams and late submission of assignments
- Class attendance expectations and late arrival policy
- Course outline, or tentative calendar that includes topics of coverage
- Statement of faculty reporting obligations under Title IX as provided by the Office of Social Equity. (Required language is provided in the syllabus template.)
- A statement referencing a link to relevant course-related University policies. (Sample language is provided in the syllabus template.)

The following elements are strongly suggested for inclusion in the course syllabus:

- An ADA policy statement with reference to the Office for Accessibility Services (OAS) and expectations regarding process for obtaining accommodations. (Sample language is included in the syllabus template.)
- A statements addressing expectations regarding academic integrity that would include definitions of cheating and plagiarism, with reference to the Student Code of Conduct. (Sample language is included in the syllabus template.)
- A statement referencing the University's attendance policy and impact of the student's grade in the particular course as a result of lack of attendance. (Sample language is included in the syllabus template.)
- For courses that include a laboratory experience, a statement regarding lab safety and expectations.

This policy does not define a specific font, style, or format to be used by individual faculty and departments. Departments, colleges and schools may develop formats consistent with disciplinary or accreditation expectations. A suggested template is provided with this Policy and is available in electronic form from each academic dean.

Edinboro University
College/School of _____
Department of _____

COURSE NUMBER - SECTION - COURSE TITLE
SYLLABUS

Faculty Information

Instructor's Full name	<u>OFFICE HOURS</u>
Office	Day of week, Time, Type
Phone Number	Day of week, Time, Type
Email Address	Day of week, Time, Type
Other contact (Skype, fax, etc.)	Day of week, Time, Type

Course Information

Course Description

This must match the catalog description.

Course Prerequisites

This must match the catalog.

Course Meeting Days/Times

List days and times of face-2-face class meetings as well as final exam date/time. If course is online, indicate expectations for student engagement on a weekly or daily basis.

Course Learning Objectives

1. Objective 1
2. Objective 2
3. Objective 3
4. Etc....

(CLOs should be available on the official course outline approved by the University-wide Curriculum Committee and on file in the academic department.)

Course Materials

REQUIRED:

RECOMMENDED:

OPTIONAL:

Course Structure

Course Policies/ Procedures/Grading

This section should include information on the course grading scale, point system used (if applicable), grade determination (e.g., relative weight of exams, quizzes, papers, other assignments), expectations for class participation, class attendance and late arrival policy and implications, etc.

Course Assignments

Quizzes/Test

- Quiz One
- Quiz Two
- Test One
- Quiz Three
- Test Two

Paper

- Overview and Citations
- Draft
- Final

Course Outline/Schedule

WEEK ONE (JAN 25 TO FEB 1)

Topic(s)

Readings

Due: February 1

WEEK TWO (FEB 2 TO FEB 9)

Topic(s)

Readings

Due: February 9

Discussion One

Due: February 9

Course Response Time (most appropriate for online classes)

I will normally respond to e-mail and questions posted on the Course Question Board within 24 hours, unless otherwise indicated. For all other assignments, they will be graded within four to seven days of the submission.

Title IX Reporting Requirements and the Faculty Member

Edinboro University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to comply with the requirements of Title IX of the Education Amendments of 1972 and the University's commitment to offering supportive measures in accordance with the new regulations issued under Title IX, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. **Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy.**

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: <https://www.edinboro.edu/directory/offices-services/title-ix/>

Office of Social Equity
Reeder Hall, Third Floor, 219 Meadville Street, Edinboro, PA 16444
814-732-2167

Course-related Policies at Edinboro University

Edinboro University has multiple course-related policies addressing issues such as accommodations for students with disabilities, class attendance, and grade appeal, among others. The Student Code of Conduct also addresses issues of cheating and plagiarism, and the consequences of such behaviors. You may use keywords: COMMON COURSE POLICIES at the University web page (www.edinboro.edu) for links to this information.

Other Suggested Syllabus Content

Student Disability Accommodations

Edinboro University of Pennsylvania offers services to meet the accommodation needs of students with many types of disabilities. The Office for Accessibility Services (OAS) provides services to students based upon documentation of a disability and a request for accommodations based on this disability. Please refer to Edinboro University Policy A008 (Reasonable Accommodations for Students with Disabilities) which may be found at the following link: <http://www.edinboro.edu/directory/offices->

[services/hr/policies/documents/A008%20Reasonable%20for%20Students%20with%20Disabilities%20\(04.01.2013\).pdf](https://www.edinboro.edu/offices-services/documents/A008%20Reasonable%20for%20Students%20with%20Disabilities%20(04.01.2013).pdf). This policy is in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Office for Accessibility Services
Crawford Center, 200 Glasgow Road, Edinboro, PA 16444
814-732-2462

Academic Integrity

It is expected that all work submitted through this course is the student's original work, generated for the express purpose of completing the requirements of this course. All papers submitted in this course may be screened for originality using Turnitin's plagiarism detection software. This software checks submissions for text matches, Web content, books including classic works of literature, and newspapers, magazines and scholarly journals.

Students are to be aware that academic dishonesty is not tolerated in this course and should be familiar with the following definitions:

Cheating. Behaviors including, but not limited to, use of unauthorized notes or reference materials during examinations; copying answers from another student's paper during an examination; the unauthorized possession of academic materials, including exams; the unauthorized exchange of course assessment materials, including exams; the unauthorized exchange of information or collaboration regarding tests, or other course assignments; aiding another to engage in cheating; and/or all other acts of academic dishonesty that any member of this academic community would reasonably understand to be a breach of this academic integrity statement will be considered cheating and an act of academic dishonesty.

Plagiarism. Plagiarism may be defined as the act of taking the ideas and/or expression of ideas of another person and representing them as one's own. This includes, but is not limited to, using ideas or passages from a work without properly attributing the source, paraphrasing the work of another without giving proper credit, and/or the sale, purchase, or exchange of papers or research. It is the student's responsibility to know what plagiarism is and to properly cite the work of others. If a student is in doubt, it is their responsibility to resolve any ambiguity prior to submitting the work. Plagiarism is nothing less than an act of theft, and, as such, is subject to University disciplinary action.

Potential sanctions associated with academic dishonesty may be found in the University's Student Code of Conduct and Judicial Procedures at the following link:

<https://www.edinboro.edu/directory/offices-services/judicial-affairs/STUDENT-CODE-OF-CONDUCT-Feb2016.pdf>.

Edinboro University Class Attendance Policy

Key elements of this policy include the following. Students are expected to attend each and every class meeting in its entirety, and faculty members shall maintain a record of classroom attendance. Each student is responsible for verifying his or her attendance when arriving late to class and/or justifying early departure. Class absences are excused for medical reasons, university activities approved by the appropriate vice president or designee, and/or for personal exigencies. University activities appropriate to be considered as an excused absence include but are not limited to: scheduled athletic events, cultural events, academic competitions, etc., in which the student is a participant. Other appropriate situations include: military duties, auto accidents, death in immediate family, medical emergencies. Verification of such absences may be required by the instructor, and the student is responsible for make-up work as required by the instructor. The complete policy may be found at the following link:

<https://www.edinboro.edu/directory/offices-services/hr/policies/documents/A062%20Class%20Attendance%20Policy%20Rev.%2010.10.2017.pdf>.