**Minimum Elements of a SCSU Syllabus**

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| No. | Element | Notes |
| 1 | SCSU logo and mission statement | “*Southern Connecticut State University provides exemplary graduate and undergraduate education in the liberal arts and professional disciplines.  As an intentionally diverse and comprehensive university, Southern is committed to academic excellence, access, social justice, and service for the public good.”* |
| 1 | Instructor’s name, contact information | Provide students with an explanation of what office hours can be used for: sharing concerns or asking questions about assignments or the course in general [**Following hosting high school guidelines**] |
| 2 | Course number and title | Must match [SCSU course catalog](http://catalog.southernct.edu/) or course approval form |
| 3 | Course description | Must match SCSU course catalog; may add specific topics to be covered in this section, such as current events, etc., following SCSU department guidance |
| 4 | Prerequisite requirements | May be found in the course description in the catalog |
| 5 | Course objectives / learner outcomes | Stated in terms of what students will know and/or be able to do by the end of the class; follow dept. guidance |
| 6 | General Education (LEP/W) outcomes | If your course is included as part of our general education, specific learning outcomes have been developed that must be included. See  [https://inside.southernct.edu/faculty-development/syllabus-statements](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Finside.southernct.edu%2Ffaculty-development%2Fsyllabus-statements&data=05%7C01%7Cmilburnt1%40southernct.edu%7Ca265637ce2b54298803e08da39894cf3%7C58736863d60e40ce95c60723c7eaaf67%7C0%7C0%7C637885559120255307%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=yBVJ86UZMjFyNkOvEsyVuM3ij6deF9GJCj7JJiKJRYI%3D&reserved=0) |
| 7 | Instructional activities | May include lecture, discussion, laboratory instruction, workshops, field work and [SCSU Visiting Scholars](https://more.southernct.edu/visiting-scholars/) **[If high school changes from in-person modality, please alert SCSU dept. chair]** |
| 8 | Course requirements | May include required text(s), attendance and class participation policies, reading and writing assignments (i.e. papers, projects, reports, lab work, technological competencies) and any other expectations. Requirements must be clearly related to the objectives/learner outcomes described in element 5 |
| 9 | Evaluation/methods of assessment | Frequency and types of examinations, written work, and/or other assessment instruments that will be the basis for the final course grade. Weight assigned to each element |
| 10 | Weekly Schedule | 15 Week Meeting and Learning Plan: Weekly topics, weekly reading assignments |
| 11 | Accommodation Statement | **All EC students are required to follow the procedures, policies, and regulations of their hosting high schools [Taking courses at SCSU requires a student to register with our office for Disability Services for accommodations to be granted]** |
| 12 | Sexual Misconduct Statement | A statement such as: “Southern Connecticut State University is highly committed to providing you with an educational experience that is academically and socially enriching. In line with this mission, we enforce Title IX of the Education.” **All EC students are also required to follow the procedures, policies, and regulations of their hosting high schools.** |
| 13 | Academic Honesty Statement | A statement that addresses the instructor’s/department’s policy regarding plagiarism, cheating on examinations, etc. and the consequences these actions will entail. See [**https://inside.southernct.edu/student-conduct/academic-misconduct**](https://inside.southernct.edu/student-conduct/academic-misconduct) **All EC students are also required to follow the procedures, policies, and regulations of their hosting high schools.** |

NACEP Standards for Curriculum 1 (C1) “Courses administered through a college provided faculty model are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.” Curriculum 2 (C2) “Academic administrator reviews/conducts faculty evaluations and classroom observations following the college policy and procedures.” See

<https://nacep.org/docs/accreditation/NACEP_CPFM_Standards_2019-2.pdf>

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