**Minimum Elements of a SCSU Syllabus**

|  |  |  |
| --- | --- | --- |
| 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 |
| 2 | Course number and title | Must match [SCSU course catalog](http://catalog.southernct.edu/) or course approval form |
| 3 | Course description & prerequisites | Must match SCSU course catalog; may add specific topics to be covered in this section, such as current events, etc., following SCSU department guidance; include any pre-req. |
| 4 | 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 |
| 5 | 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) |
| 6 | 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 objectives/outcomes. |
| 7 | 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 |
| 8 | Weekly Schedule | 15 Week Meeting and Learning Plan: Weekly topics, weekly reading assignments |
| 9 | Instructional activities | May include lecture, discussion, laboratory instruction, workshops, field work and [SCSU Visiting Scholars](https://more.southernct.edu/visiting-scholars/) |
| 10 | **SCSU Library Access** | Buley Library provides access to books, journal articles, news sources, streaming media, and more. Assistance available from the research and information desk on the first floor of Buley, via chat, or by contacting a librarian for a research session.  [**https://libguides.southernct.edu/form1on1**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.southernct.edu%2Fform1on1&data=05%7C01%7Cmilburnt1%40southernct.edu%7Cd109e6d7a39d47811d7508db7e2642fb%7C58736863d60e40ce95c60723c7eaaf67%7C0%7C0%7C638242475040982964%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=k8bFL06Kaouc3AN9E58O6h2OuhHF%2FcSeo4CnFuSPnbI%3D&reserved=0) |
| 11 | Accommodation Statement | SCSU requires on-campus student to register with the Center for Academic Success and Accessibility Services for accommodations |
| 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.” |
| 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) |

Check with Department Chair. Each department has different guidelines.