School of Public Health

Requirements for Course Syllabi

New courses and significant changes to syllabi must be reviewed and approved by the School of Public Health’s Educational Policy Committee (EPC). EPC reviews syllabi to see how they relate to existing courses and meet the needs of students and existing or emerging programs in the SPH. Incomplete syllabi make this review more difficult and time consuming. The following list of required information for course syllabi is based upon the University of Minnesota Faculty Senate Classroom Expectations Guidelines and School of Public Health Requirements. Instructors and major coordinators are responsible for ensuring that these sections are in the syllabus prior to submission to EPC for review.

- Course title
- Course designator
- Course number
- Number of credits
- Day, time, and place of class meetings
- Instructor's name
- Office location
- Office hours
- At least one method of contacting you (phone, email, fax)
- A brief description of the course
- Required and recommended materials and the location of the materials
- Course goals, objectives, and expectations
- Course prerequisites
- Schedule of assignments, papers, projects, etc. (note: changes should not be made after the 2nd week)
- Criteria for grading and grading standards (including the U of MN definition of grades)
- Make-up exam policy
- Senate student academic workload policy*
- Statement on accommodations for students with disabilities*
- Statement on classroom conduct
- Statement on academic misconduct
- Statement regarding sexual harassment*
- Statement on penalties for late work
- Withdrawal policy
- Grade Change Policy*

Standard language for required statements (noted by *) is available at [http://www1.umn.edu/usenate/usen/policies.html](http://www1.umn.edu/usenate/usen/policies.html). Senate policy requires on every syllabus language about the meaning of grades, student academic workload, and the penalty for cheating. For other required statements, the appropriate website can be listed in place of the full text.

In addition, the SPH student senate has requested syllabi to include a clear description of the format of tests/quizzes.

A syllabus is a description of course content, faculty expectations, student responsibilities, and methods for evaluating student performance. The syllabus should describe course procedures and policies, including (1) consequences for missing exams, turning in late assignments, missing class, and plagiarizing, (2) possibilities for revisions, make-up exams, and extra credit, (3) expectations for instructor and students respecting all viewpoints, and (4) grading criteria for class participation, etc. In addition, a course syllabus can be a tool to help students learn.

A syllabus can be enhanced beyond simply including the items listed above. The EPC encourages you to review the attached article and the on-line tutorial developed by the University’s Center for Teaching and Learning Services ([http://www1.umn.edu/ohr/teachlearn/syllabus/index.html](http://www1.umn.edu/ohr/teachlearn/syllabus/index.html)) to assess whether your syllabus could be improved to help you clearly communicate expectations to students and to help students get the most out of your class.