

YOUR SYLLABI SHOULD INCLUDE:

It is important for both instructors and students to realize that a syllabus plays the role of a contract, outlining the various responsibilities to be successful in a course. The syllabus sets the tone for the course. Syllabi should include:

- Instructor's contact information, including name, location, phone, e-mail, and office hours
- Course title, number, call number, meeting days and times, and classroom location
- Course description, goals and objectives, prerequisites, and GEC category, if applicable
- Required texts, course packets, and supplies, and where they can be purchased
- List of texts on reserve in the library and where the reserve desk is located
- Detailed calendar for the course, including a weekly outline of readings and homework, exams, and date, time, and location of the final
- Length and format required for all papers, homework, and laboratory assignments
- How class attendance and participation are included in the grade, and what is expected of students in order to be successful in this area
- Grading pattern and criteria
- A statement on disability, including information on accommodations and where to seek assistance (should be in 16 pt. font). Disability Statement: Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.
- If the syllabus is standard for several sections, include the name and contact information for the course coordinator
- A separate sheet may be included from the GTA or recitation leader with the contact information and individual policies for courses with several sections
- Academic Misconduct Statement: It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/resource_csc.asp).