

## **Syllabi requirements (updated June 2019)**

- Title and course number of the course, as well as the term of instruction
- Instructor's name, office location, office phone number (home phone is optional), and office hours (or where office hours may be found--such as on your web f ()) Tj ET Q 0 50 0 50 80.24 0 0 0.2(t) -2 (1

encouraged to inform a student's advisor as well. Instructors are urged to consider a similar policy for courses above the 100 level.

4. No final exams may be scheduled during the last five days of classes.
5. No tests, quizzes, papers or projects worth more than 20% of the final grade for the course may be scheduled for the last 5 days of classes.
6. If a test other than a final exam is given during the last week of classes, it must not overrun the allotted time period of the class.
7. These regulations, however, do not prohibit lab practicals, lab finals, or foreign languages dictations or conversations in the last week of classes if such specialized testing cannot be accommodated during the final examination, or an Honors exam, if this should be necessary, in the last week of classes. The regulation *does* apply to take-home final examinations, which should be due at the scheduled time during the final examination period.
8. All tests and quizzes are to be returned no later than two weeks after they are given and, in any event, no later than the next-to-the-last class meeting.
9. All papers are to be returned no later than three weeks after the due date or in any case no later than the scheduled final exam for the class, or by the last day of classes in courses with no scheduled final exam.
10. Music juries and art critiques may be held at the convenience of both the students and faculty during the final exam period. Such events do *not* count as a "third exam" on a single day, though the students should be given flexibility in scheduling these events so as not to conflict with scheduled finals.

In constructing the course, the instructor should devise assessment instruments which are tied directly to the intended student outcomes.

As always, one copy of every syllabus must be POSTED TO THE CANVAS COURSE SHELL associated with that

Syllabi for courses which are writing-intensive (including Writing 100, LINC 101, LINC 102, or WRIT190/191), as well as any other courses in which you might require or expect students to use the Writing Center, must include the following statement: “All members of the Moravian College community are welcome to visit the Writing Center. Writing Center tutors work with papers and multimodal compositions for any class, at any stage of the writing process. If you need the services of the Writing Center, please visit [moravian.mywconline.com](http://moravian.mywconline.com) to make an appointment or call 610-861-1592.

The Writing Center is located on the second floor of Zinzendorf Hall, a building that is not accessible to persons with mobility impairments. If this impacts your ability to use the Writing Center, we will gladly make arrangements to meet with you in an accessible location.” (updated 8/16/19)

It is also advisable to include the following items:

- some kind of statement indicating that it is within the instructor’s purview to apply qualitative judgment in determining grades for an assignment or for a course;
- a statement that the syllabus is subject to change; and
- your grading scale, if you do not use the conventional 90-100=A, 80-89=B, etc..

In addition, it is advisable to explain what the instructor expects for “participation” if participation is to be considered in the grade. Most students now assume that attendance equals participation, and that by simply being in class, they deserve the highest possible participation grade; most faculty members, however, will distinguish between “active participation” (volunteering thoughtful answers on a regular basis) and “passive participation” (being there, taking notes, even looking attentive).