**SYLLABUS TEMPLATE FOR GRADUATE COURSES IN THE IU SCHOOL OF LIBERAL ARTS**

The SLA Graduate Curriculum Committee recognizes that each academic institution has a distinctive culture regarding the purpose, structure, style, and content of course syllabi. This **template** is intended to provide guidance for the preparation of syllabi for courses taught in the IU School of Liberal Arts at IUPUI.

A course syllabus has two primary functions: (1) to serve as a **contract** between the instructor and the students; and (2) to **inform** the students of the course’s overall subject matter and specific topics that will be covered. With respect to (1), the syllabus should clearly state the **requirements** that students are expected to meet that will impact their final course grade. Regarding (2), the syllabus is the first tool by which the instructor begins a **conversation** with students concerning the various topics, issues, problems, or questions that the instructor will raise, or anticipates being raised by the students, throughout the semester.

The syllabus’s primary audience is the **enrolled students** in the course. The instructor may thus write their syllabus – particularly the course description and learning objectives – in an **engaging** fashion. The syllabus’ language, however, should also be **clear** and **professional**, particularly insofar as the syllabus may be made **publicly** available through an instructor’s or an institutional web-page. A course syllabus thereby represents not only an individual instructor, but also the IU School of Liberal Arts and IUPUI. Each syllabus should thus be carefully edited and proofread for typographical or grammatical mistakes.

The following template is intended to show all the **required** elements that ought to be included in a syllabus for a graduate course taught in the IU School of Liberal Arts at IUPUI. Where specific language is required or recommended by school or campus policy, it is included along with a hyperlink. Instructors are **not** required or expected to utilize the exact format of this template, but they are welcome to do so if they wish.

Please check this template as you draft your syllabi for each semester in case there are any updates to the required or recommended elements, language, or hyperlinks. Instructors are also strongly encouraged to refer to the IUPUI Graduate School website section on [adding new courses to curriculum](http://www.iupui.edu/~gradoff/faculty-staff/curriculum-programs/add-courses.shtml).

**[Course Number/Section and Title]**

Note: If proposing a new graduate course that will be jointly listed with an undergraduate course, you will need to submit two separate syllabi – one for the graduate section and one for the undergraduate section. Please refer to the syllabus guidelines for undergraduate courses located at the SLA Undergraduate Curriculum Committee website.

**Instructor:** [Name/Title] [Email Address] [Office Phone #]

**Office Hours:** [Time] [Location]

**Class Meeting:** [Time] [Location]

**Course Description:** [Instructors may utilize the official course description from the IUPUI Bulletin (http://bulletin.iupui.edu) or write their own description tailored to this particular section of the course.]

**Learning Objectives:** [Instructors should clearly outline the expected learning outcomes from the course. This section may be introduced by the phrase, “By the end of the semester students should be able to…” Instructors should also write their learning objections at the graduate level. See [Bloom’s Taxonomy](http://www.iupui.edu/~gradoff/doc/faculty-staff/blooms_taxonomy.pdf) and other graduate level course design resources located at the IUPUI Graduate School website, section on [adding new graduate courses to the curriculum](http://www.iupui.edu/~gradoff/faculty-staff/curriculum-programs/add-courses.shtml).

[The University Graduate School is increasingly requesting instructors make reference to the PGPLs in their graduate level syllabi. The SLA recommends including the following paragraph, adapted as needed to your particular graduate program.]

Principles of Graduate and Professional Learning (PGPLs)

The PGPLs form a conceptual framework that describes expectations of all graduate/professional students at IUPUI. Together, these expectations identify knowledge, skills, and abilities graduates will have demonstrated upon completing their degrees. This course is designed and conducted with the PGPLs in mind; one of its chief aims it to contribute, along with our other graduate courses and activities, to the cultivation of all four PGPLs: (1) Demonstrating mastery of the knowledge and skills expected for the degree and for professionalism and success in the field; (2) Thinking critically, applying good judgment in professional and personal situations; (3) Communicating effectively to others in the field and to the general public; (4) Behaving in an ethical way both professionally and personally. Please visit the [policies for further information on the PGPLs](http://www.iupui.edu/~gradoff/faculty-staff/policies.shtml).

**Course Requirements:** [List all required assignments (exams, quizzes, papers, presentations, etc.) which will factor into students’ final grade for the course. Percentage values for each assignment, as well as attendance if it impacts the final grade, should be noted.]

**Texts:** [List all required texts with complete bibliographic information; also list, under a separate heading, any further “recommended” texts.]

**Course Policies:** [Although instructors have the freedom to establish their own policies with respect to the following items, such policies should be explicitly stated on every syllabus.]

Grading

[The standard grading scale utilized by the IUPUI Registrar can be found at: http://registrar.iupui.edu/gradecover.html. Note that instructors have the option whether to utilize +/- grades, but the impact of the grading scale on students’ GPA should be kept in mind. In addition, the grading scale for the IU Graduate School differs from the grading scale for undergraduates. A grade of C is failing by University Graduate School standards, and to earn a degree from the Graduate School, students must have at least a 3.0 graduate GPA. For this reason, several graduate programs do not accept any grade below a B. Be sure to know your Department’s policy on the lowest acceptable grade for its graduate program as this should clearly be reflected in the grading scale that you include in the syllabus for each new course request submitted by your department for graduate credit.]

P/F, W, I Grades

[Institutional and instructors’ policies regarding these grades should be noted. Please consult the IUPUI Registrar: http://registrar.iupui.edu/gradecover.html]

Attendance

[Instructors may establish their own attendance policy, but any conditions that impact a student’s final course grade should be clearly explicated.]

Make-up Exams

[Instructors may establish their own policies with respect to missed in-class exams.]

Late Assignments

[Instructors may establish their own policies with respect to late written assignments.]

**University Policies:** [IUPUI policy requires that the following items, with hyperlinks, be included on every course syllabus.]

Academic Integrity

Please refer to the [IUPUI Student Code of Conduct](http://studentaffairs.iupui.edu/student-rights/student-code/index.shtml) for information regarding penalties and procedures in cases of academic misconduct: cheating, plagiarism, etc.

[Instructors may augment this section with a statement of the specific penalties that may be applied in cases of academic misconduct in their course.]

**Resources for Students:**

Student Advocate

The Student Advocate Office is located in the Campus Center, Suite 350, and can be contacted by phone at 278-7594 or email at stuadvoc@iupui.edu. For more information, visit [the Student Advocate website](http://www.life.iupui.edu/advocate/).

Accommodations for Students with Disabilities

Every attempt will be made to accommodate qualified students with disabilities (e.g. mental health, learning, chronic health, physical, hearing, vision, neurological, etc.).  You must have established your eligibility for support services through the appropriate office that services students with disabilities. Note that services are confidential, may take time to put into place and are not retroactive; captions and alternate media for print materials may take three or more weeks to get produced.  Please contact your campus office as soon as possible if accommodations are needed. Find your office at: [Educational Accommodations and Assistance at IUPUI](http://ada.iu.edu/students/IUPUI/index.shtml)

Counseling & Psychological Services

Students who wish to seek counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information, visit the CAPS website at http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/index.shtml

**Schedule of Assignments:** [List here the due dates for reading and writing assignments, as well as noting any days when the class will not meet as regularly scheduled due to campus holidays. Please consult the [IUPUI Academic Calendar](http://registrar.iupui.edu/accal.html).

[The following sentence is recommended so that instructors have the freedom to change the schedule of assignments as the semester progresses: “The above schedule and procedures are subject to change in the event of extenuating circumstances.”]