

The below is online at <http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/curricular-policies-and-procedures#116>

Syllabus - Minimum Requirements

Course proposals require a syllabus* to be attached under Documents in the proposal. Special Topics and Blanket Numbered courses do not require syllabus to be submitted with the proposal. All syllabi should include the following information:

- **Course Name:** For example, Introduction to Statistics
- **Course Number:** For example, ST 101
- **Course Credits:** Include the number of hours the course meets per week/term in lecture, recitation, laboratory, etc. In the case of online courses, please comment on the number of hours on average that students will interact with course materials. For example, "This course combines approximately 90 hours of instruction, online activities, and assignments for 3 credits."
- **Prerequisites, Co-requisites and Enforced Prerequisites:** See the following link to Prerequisite Enforcement from the Office of the Registrar: <http://oregonstate.edu/registrar/prerequisite-enforcement>.
- **Course Content:** Include concise outline of topics and/or activities.
- **Course Specific Measurable Student Learning Outcomes:** See [Student Learning Outcomes](#) for a definition and instructions. (For 4XX/5XX courses, list appropriate distinctions in outcomes, instructional opportunities, and evaluation procedures between the 4XX and 5XX versions of the course.) For online (Ecampus) courses, student learning outcomes must be identical to those in the on-campus course, even though the mode of delivery and course content might differ.
- **[Baccalaureate Core Category Learning Outcomes](#):** All Bacc Core syllabi must include the relevant Baccalaureate Core category learning outcomes verbatim.
 - Each syllabus must explicitly identify/label these outcomes as Baccalaureate Core Learning Outcomes for the category it satisfies.
 - Each syllabus must include a description that helps students understand the connection between the course and the Bacc Core Category.
 - Within the syllabus, make clear to students how Bacc Core category learning outcomes will be integrated into the course and assessed.
 - WIC syllabi must also make it clear that:
 - Individual writing comprises at least 25% of the course grade
 - Students individually write and revise (after feedback) at least 2,000 words in formal, graded writing - about 10 pages
 - Revision of the 2,000-word formal writing is required, not optional
 - The total word count for formal writing is at least 4,000 words (2,000 counted for the draft and 2,000 counted for the final copy)
 - Informal, minimally, or ungraded writing comprises about 1,000 words (or enough to make the total word count at least 5,000)

See: [Learning Outcomes](#).

- **Evaluation of Student Performance:** In the OSU online catalog, refer to AT 18 and AR 19 regarding assignment of grades: <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75#Section2886>.
- **Learning Resources:** Textbooks, lab manuals, etc.; indicate if required or optional.
- **Statement Regarding Students with Disabilities:** Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098 or at <http://ds.oregonstate.edu>. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those

accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

Source: [Disability Access Services, Faculty and Staff Responsibilities Before the Term](#) (6-4-15)

- **Link to [Statement of Expectations for Student Conduct](#)**, i.e., cheating policies <http://oregonstate.edu/studentconduct/offenses-0>
- **OPTIONAL: Student Evaluation of Courses:** The online Student Evaluation of Teaching system opens to students the Monday of dead week and closes the Monday following the end of finals. Students will receive notification, instructions and the link through their ONID. They may also log into the system via Online Services. Course evaluation results are extremely important and used to help improve courses and the learning experience of future students. Responses are anonymous (unless a student chooses to "sign" their comments agreeing to relinquish anonymity) and unavailable to instructors until after grades have been posted. The results of scaled questions and signed comments go to both the instructor and their unit head/supervisor. Anonymous (unsigned) comments go to the instructor only.

Approval & Revisions: Curriculum Council 11/12/2005; 05/04/2012 **Additional Information:** [Student Learning Outcomes](#); [Slash \(4XX/5XX\) Courses](#);

*RESOURCE: [syllabus template](#)