

UWL Faculty Senate Policy on Syllabi

Instructors are required at the beginning of each credit-bearing course to provide their students with a syllabus. Exceptions include independent studies, practicums, internships and field experiences. At a minimum, the following items must be included in the course syllabus:

- Instructor name and contact information
- Course and section number, meeting times, office hours and location
- Identify the course as offered through UWL
- Course prerequisites
- Course catalog description
- Required texts or other materials, and any materials that require purchase
- A clear grading policy that states the value of each major course component, including the grade scale and how attendance and late work, affects the course grade
- Statements that reflect the university's legal obligations must be included in full in the syllabus or referenced in the syllabus with this link: <https://www.uwlax.edu/info/syllabus/>

The following items are strongly encouraged to be included in the course syllabus:

- Student Learning Outcomes (SLOs) for the course
 - If a general education course, the UWL-GEC-identified SLO(s) for the course
- Sequence of topics and major assignments for the course
- Planned number and timing of major examinations and assignments*
- Instructor policies regarding missed course work (including examinations)
- Courses available for both undergraduate and graduate credit (i.e., slash courses) should clearly indicate how the requirements differ for the undergraduate and graduate expectations of the students

Example syllabus templates can be found at <https://www.uwlax.edu/catl/teaching-guides/syllabus-guide/downloadable-templates/>

*The syllabus should indicate that the timing of activities and topics may change. Students shall be given timely notice of any major changes in the syllabus.

The Higher Learning Commission's report on the University of Wisconsin – La Crosse revealed that "(a)lthough the uniform course syllabus contains standard language on academic misconduct, conversations with faculty, administration, and staff reveal that the uniform course syllabus is not required, but rather only recommended to be used by faculty. As such, review of syllabi revealed a lack of consistency and omission of standard language in numerous syllabi. Consequently, one recommendation is that UWL review its current policy regarding a standardized syllabi template, especially in terms of URL links to information regarding academic misconduct, the American Disabilities Act, Title IX, release of confidential information (FERPA), the student handbook, the Teach Act, and textbook information. In addition, it is recommended that UWL also review policies related to inclusion of student learning objectives in standardized, course specific syllabi." Additionally,

educational research suggests that “articulating learning objectives help students build metacognitive skills”

<https://www.cmu.edu/teaching/resources/Teaching/CourseDesign/Objectives/CourseLearningObjectivesValue.pdf>