

# SCS Course Syllabus Checklist

## Basic Information

- Your name and the name of any co-professor(s)
- Your contact information of the contact information of any co-professor(s)
- Office hours
- Course title, number, and section
- Semester of the course
- Meeting time and location of the course

## Course Content

- Course description and overview
- Course objectives and specific learning goals
- For all textbooks (required, recommended, and/or supplemental), the Higher Education Act requires that instructors list the price and the ISBN (usually found on the back cover above the bar code or on the inside copyright page. If the ISBN is not available, instructors should list the author, title, publisher, and copyright date.
- For required courses (ethics and capstone, for example), a statement on how this particular course fits that requirement for the degree and departmental program
- Any outside events and associated fees
- Syllabus modification notation: In rare instances, the syllabus might need to be altered, and the professor retains the right to do so. In those instances, the instructor will give notice of those changes to the class in a timely manner.

## Grading and Important Dates

- Undergraduate course grades include A, A-, B+, B, B-, C+, C, C-, D, and F.
- Graduate course grades include A, A-, B+, B, B-, C, and F. **There are no grades of C+, C-, or D.** You should indicate the exact numeric breakdown for final grades in your course. An example follows:

A	100-93	B-	82.99-80
A-	92.99-90	C	79.99-70
B+	89.99-88	F	69.99-0
B	87.99-83		

If you will be rounding grades in your course to the nearest decimal, then you should use whole number grades (for example, 92-90 for an A-; 89-88 for a B+).

If a student is taking a graduate course pass/fail (for a satisfactory, S, or unsatisfactory, U), the student must earn a solid B or higher.

- Percentage weight for each component of the class, including quizzes, tests, papers, interviews, journals, participation, projects, and so on. An example follows:

2 Quizzes	10%
2 Blog Posts	10%
Midterm Exam	20%
Research Paper	25%
Group Project	25%
Participation	<u>10%</u>
Total	100%
- Brief descriptions of each assignment and due dates, including benchmarks for assignments that include multiple parts. For example, a research paper might include a proposal, outline, annotated bibliography, first draft, and final draft, each due at separate points during the semester.
- Date of your final exam, if you are giving a final exam. These dates and times are assigned officially for each class session before the start of classes by the Registrar.
- Your late policy, if you choose to accept late work, should be very clear. You might accept late work only for a documented medical reason, for example. You might deduct specific points for every day or week that an assignment is late.

- Attendance policy and the effect non-attendance could have on participation, overall learning, and final grade.
- Your incomplete (“N” for undergraduates; “I” for graduate students) policy, if you choose to allow incompletes in your course. You should only allow an incomplete if you are certain that you will be available to grade it by the official deadline listed in the Student Handbook for that student’s program (BALS, MALS, DLS, MPS).
- The University’s add/drop and withdrawal deadlines – Once these periods have ended, students cannot withdraw from your class to avoid an unsatisfactory grade. The undergraduate and graduate student withdrawal periods are different and listed through spring 2012 at <http://registrar.georgetown.edu/calendars/combined.htm>.

### ***Students with Disabilities Policy***

- Students with documented disabilities have the right to specific accommodations that do not fundamentally alter the nature of the course. Some accommodations might include note takers, books on tape, extended time on tests, and interpreting services among others. Students must present you with an official letter from the Academic Resource Center listing the exact accommodations needed before you provide them, however.
- Please include the following text from the *Student Handbook* on your syllabus:  
 Students with disabilities should contact the Academic Resource Center (Leavey Center, Suite 335; 202-687-8354; [arc@georgetown.edu](mailto:arc@georgetown.edu); <http://ldss.georgetown.edu/index.cfm>) before the start of classes to allow their office time to review the documentation and make recommendations for appropriate accommodations. If accommodations are recommended, you will be given a letter from ARC to share with your professors. You are personally responsible for completing this process officially and in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance.

### ***Georgetown Honor System***

- Professors should emphasize that we expect all students within SCS to maintain the highest standards of academic and personal integrity in pursuit of their education at Georgetown. Academic dishonesty in any form is a serious offense, and students found in violation are subject to academic penalties that include, but are not limited to, failure of the course, termination from the program, and revocation of degrees already conferred.
- You may choose to have students write or say the Honor Code or have them email you stating that they agree to abide by it. All students are held to the Honor Code regardless of whether they write or state it. The Honor Code pledge follows:  
 In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Georgetown University Honor System: To be honest in any academic endeavor, and To conduct myself honorably, as a responsible member of the Georgetown community, as we live and work together.

### ***Classroom Etiquette and Student Conduct***

- Students should turn off all cell phones, pagers, or other communication devices while in class. Class discussions should be respectful and considerate of others’ views and opinions. Student blogs, email, online portfolios and social media (i.e., Facebook, Twitter) should remain respectful and professional as well. Students who cause disruptions may be referred to their Associate Dean or the Office of Student Conduct and may be withdrawn from the course/program (without a refund).

### ***Academic Resources***

- Georgetown University Writing Center (Lauinger Library, 217A; 202-687-4246; <http://writingcenter.georgetown.edu/>)
- Academic Resource Center (Leavey Center, Suite 335; 202-687-8354; [arc@georgetown.edu](mailto:arc@georgetown.edu); <http://ldss.georgetown.edu/>)