

## Seaver College

### Course Syllabus Requirements (& Suggestions)

A syllabus is simply an outline of the academic content of a course, but it also serves to communicate course organization and process. Syllabi are distinctive, following the personality of the professor and the course itself; thus, there are no strict formulae for creating a syllabus. However, it is required that faculty develop syllabi that communicate effectively to students key areas of course organization and content. This document is designed to aid in the process of syllabus development in an effort to facilitate effective communication with our students as they enter into a Seaver College class setting.

The following content must be included on the course syllabus.

#### 1. Instructor Information

- A. Professor name and professional title
- B. Professor contact information
- C. Office hours and office location. You must hold office hours at regular times at least three days per week.  
(<http://seaver.pepperdine.edu/about/administration/dean/faculty/handbook/responsibilities/default.htm#A17>).

#### 2. Course Information

- A. Course title and catalog number
- B. Course Description/Purpose
- C. Meeting time and meeting place
- D. Any required course materials (textbooks, lab manuals, etc.)

#### 3. The student learning outcomes (SLOs)

- A. Each SLO must be linked to the appropriate Program Learning Outcomes (PLOs).

#### 4. Support of the University and College Mission

- A. A brief statement on the relationship between the course and the Mission of Seaver College (<http://seaver.pepperdine.edu/about/mission/>) and Pepperdine University. (<http://www.pepperdine.edu/about/pepperdine/mission-statement.htm>).

#### 5. Course Calendar and Topical Content

#### 6. Grading

- A. The methodology used for assessing student learning and the assignment of a course grade should be clearly defined.
- B. Late and attendance policies also should be clearly defined.

#### 7. Final Examinations

- A. The date and time of the final examination. You may access this information at <http://seaver.pepperdine.edu/academics/schedule/>.
- B. All courses must have a final examination or concluding experience. All final exams (or concluding experiences) must occur during the scheduled exam period. Please review the material in the Faculty Handbook on final

examinations

(<http://seaver.pepperdine.edu/dean/documentsandpolicies/facultyhandbook/responsibilities/default.htm#A11>).

- C. All students enrolled in the course must take the final examination at the scheduled time. Exceptions are only granted if a student has two exams scheduled at the same time or three examinations scheduled on the same day.

#### **8. Course Evaluations**

- A. Online course evaluations are conducted for all Seaver courses. The course evaluation period opens at 5 p.m. on the WP/WF deadline day (Friday preceding the last week of classes) and closes before final exams begin (3 a.m. on the Monday of final exam week). Please encourage all students to complete the course evaluation.

#### **9. Students with Disabilities**

- A. A statement concerning the Disability Services Office. See <http://www.pepperdine.edu/disabilityservices/faculty/syllabi.htm> for an exemplar statement.

#### **10. Academic Integrity**

- A. A statement regarding Academic Integrity. The required material is posted at <http://seaver.pepperdine.edu/academicintegrity/policies/code.htm>.
- B. The process to be enacted upon violation of course standards also should be referenced (catalog or appropriate school web page).

You may wish to include the following on the course syllabus. *This content is optional.*

#### **1. Intellectual Property**

- A. A statement regarding intellectual property of the course content.
- B. You may use one of the follow statements on intellectual property or compose your own statement.
  1. Course materials prepared by the instructor, together with the content of all lectures and review sessions presented by the instructor, are the property of the instructor. Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited. Unless explicit permission is obtained from the instructor, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person. Electronic devices other than laptops (e.g., cell phones, PDAs, calculators, recording devices) are not to be used during lectures or exams without prior permission of the instructor.
  2. Copyright 20XX [Name of Professor] as to this syllabus and all lectures. Students shall not sell notes (or receive remuneration for taking notes) during this course to or by any person or commercial entity without the express written permission of the professor teaching this course.
  3. My lectures are protected by state common law and federal copyright law. They are my own original expression and I record them at the same

time that I deliver them in order to secure protection. Whereas you are authorized to take notes in class thereby creating a derivative work from my lecture, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to record my lectures, to provide your notes (including any presentations, handouts, guides, outlines made available to you in this class) to anyone else or to make any commercial use of them without express prior written permission from me.

## **2. Student Behavior**

- A. You may wish to include comments related to respectful classroom discourse or standards of behavior.

## **3. Dates**

- A. Indicating the following dates on the syllabus may benefit students.
  1. Classes begin and end
  2. Final exams begin and end
  3. Last day to submit Change of Final Exam form
  4. Holiday periods
    1. Thanksgiving
    2. Christmas
  5. Holidays
    1. Labor Day
    2. Martin Luther King Day
  6. Faculty Conference and Spring Break
  7. "W" and "WP/WF" days
  8. Graduation

## **4. Assessment**

- A. You may wish to add a note about student work and assessment, such as:  
Please note that student work from this course may be used anonymously for program assessment purposes.

Additional information on the course syllabus also may be found in the Seaver College Faculty Handbook at <http://seaver.pepperdine.edu/dean/documentsandpolicies/facultyhandbook/responsibilities/default.htm#A8>.

**All course syllabi must be submitted to the Office Manager for your division at the start of each semester!**