

**Winthrop University**  
**College of Arts and Sciences**  
**Syllabus Policy**

*All courses must include the minimum information listed below.  
Individuals may choose to provide additional information as needed.*

A syllabus provides a course description, sets forth the vision for a course, and informs students of what is expected of them in meeting course requirements. The Southern Association of Colleges and Schools (SACS) requires that “students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.”

Winthrop University and the College of Arts and Sciences collect electronic copies of syllabi each term in order to meet accreditation standards. A syllabus must be available electronically for every course assigned a unique CRN in the Banner system. This means that **in addition to regularly scheduled courses, a syllabus is needed for honors sections created when a student and faculty member create an honors contract, when an internship is completed for course credit, when a student is taking independent study credit, and when a thesis credit is scheduled.** Further, syllabi are maintained and archived according to the name and primary college of the instructor; therefore, **faculty teaching courses outside of their primary department must provide a copy of the course to their home department in addition to the department in which the course is housed.** For example, an instructor in the department of English who is teaching HMXP would submit the syllabus for that course to the English department (in addition to University College) so that the syllabus uploaded to the PICS online repository by the English department.

A syllabus must be distributed to students in all courses. All faculty must post syllabi for their courses on Blackboard for all in-person, hybrid, and online sections. Faculty using other online/remote delivery platforms will use the course Blackboard site to direct students to the desired instructional platform. An electronic copy must be forwarded to the department chair **no later than the end of the first week of classes.** Departments will then upload the files to the PICS online repository. Faculty is asked to save their syllabi file naming format: *{Course}\_{Section}\_{Term}\_{Username}.pdf* .

### **Content Requirements**

All syllabi, regardless of format, are required to include:

- *Course designator and number, section number, and course title*
- *Credit hours*
- *Name(s) of instructor(s)*
- *Contact information* for all involved in teaching the course, including office locations, office hours, e-mail addresses, and phone numbers
- *Course goals:* These are the broad goals that may appear in a formal course description. They should connect to and/or be a part of program goals in the major.
- *Student learning outcomes:* These are the specific and measureable skills, knowledge, and attitudes that students should be able to do or to demonstrate as a result of the course. Learning outcomes are often expressed in such terms as “Students will demonstrate...” or “Students will acquire knowledge about...”  
**It is important to keep in mind that student learning outcomes are connected to course goals and larger program goals; therefore, the learning outcomes constitute an important part of program assessment plans.**
  - In a science course, a student learning outcome might be: students will “identify and develop hypotheses, design studies, and collect data in light of these hypotheses.”
  - In an ethics course, a student learning outcome might be: students will demonstrate the use of an ethical framework in explaining the consequences of decisions.
- *Course requirements*
  - Student Learning Activities (performance measures): These are the activities and assignments that are used to evaluate students’ achievement of the learning outcomes and include such things as tests, performances, research assignments, papers, debates, oral presentations, essays, lesson

- plans, marketing plans, etc. In a science course, such items might include the development of an experiment and the collection of data to test a hypothesis about the response of damaged cardiac muscle to a specific protein. In a philosophy course, such items might include an essay in which students must analyze the ethical implications of a case study describing team decision-making.
    - Other course requirements such as required and optional texts, field trips, safety procedures, etc.
  - *Grading system*, including plus and minus grade policy
  - *Attendance policy*: Faculty should review [Winthrop's student class attendance policy](#), which stipulates that “attendance” is measured by course activity participation in online learning modalities.
- COVID-Related Absence: Students should contact Health Services regarding a positive test, close contact, or enhanced COVID-like symptoms. Any student who has either tested positive, has COVID-like symptoms, or has close contact with someone who has COVID, must contact Health Services. Students should log in to the Patient Portal to complete a C19 form and upload the positive test, if relevant. Health Services will communicate with the student on what steps to take next, and if need be, the Dean of Students Office will receive absence verification for required isolation and quarantine. Students who verify their absences through the Dean of Students Office often minimize any academic impact caused by missed class time. Students retain a responsibility to communicate with instructors regarding missed work, and complete assignments in a timely manner as they are able. Regular communication with faculty is expected so that student progress in the course is not negatively impacted. Health Services will only provide dates of absence, not medical information. Please note, residential students who test positive must follow their personal COVID Quarantine and Isolation Plan.

In person classes generally will not have a remote option; students should not expect to have remote access to the class lecture or discussion, even in the case of absence.

- *Tentative course calendar or schedule*
- *Final exam date and time* (Note: the deadline for an online course’s final exam or cumulative assignment must be during exam week and should be specified on the syllabus)
- *Syllabus change policy*
- *Accessibility policy*: Winthrop University is dedicated to providing access to education. If a student requires specific accommodations to complete a course, they should contact the Office of Accessibility Services at 323-3290 as soon as possible.
- *Student code of conduct*: As noted in the Student Conduct Code: “Responsibility for good conduct rests with students as adult individuals.” The policy on student academic misconduct is outlined in the “Student Conduct Code Academic Misconduct Policy” in the online student handbook. More explicit policies relative to a specific discipline/department may also be posted in a syllabus.
- *COVID-19 Statement*: Although COVID-19 has reached an endemic phase it is still important to remain vigilant as we face a recent rise in positive cases. As socially responsible members of this community, everyone is expected to engage in daily health self-monitoring, to stay home (residence hall or off-campus housing) from on-campus class, work, or activities if they begin experiencing any COVID-related symptoms.

When experiencing any COVID-related symptoms, students are expected to contact Health Services by completing the QI form in the Patient Portal and respond to the nurse who will contact them with instructions. COVID positive residential students are required to follow their QI plan for 5 days of isolation off campus so be prepared with a back-up plan as well. By acknowledgement, you agree to Winthrop’s expectations of you regarding health monitoring and reporting.

- *List of General Education Program area(s) that the course fulfills.*
- *Graduate level requirements in 500-Level Courses:* A 500-level course may have students who are taking the course for graduate credit and others who are taking it for undergraduate credit. According to SACS guidelines, a syllabus must indicate the specific course requirements that address the advanced nature of the course and the advanced requirements for graduate students.
- *Global Learning Initiative Statement for courses with at least one global component:*
  - The global learning component(s) of this course is/are the following: {insert list. For example, 'a comparison of the US Bill of Rights and the Universal Declaration of Human Rights' or 'students will read nine culturally different versions of the Cinderella story' or 'students will engage with non-native English speaking students attending the Rock Hill public schools'}."
  - Courses in foreign language or those approved to meet the General Education Program's Global Perspectives requirement may simply state, "This course participates in the Global Learning Initiative by its very nature."
- *Online Learning:* Syllabi for online learning courses must also include the following:
  - Statement concerning course management: Any student enrolled in courses at Winthrop regardless of modality (traditional in-person, online, hybrid, ...) is entitled access to all campus resources. These resources include, but are not limited to, admissions counseling, recreational facilities, and health, library, and academic services. Questions regarding access to these resources should be directed to the assigned academic advisor.
  - Information regarding any mandatory on-campus meetings, field trips, or specialized library or laboratory work expected of the student in the course.

### **Recommended Information**

Departments may have additional syllabi requirements. The following information is recommended:

- *Course catalog description*
- *Prerequisites*
- *Classroom where the course is held*
- *Discussion of teaching philosophy and methods*
- *Expectations for students*
- *Important academic dates, such as drop and add, withdrawal, S/U status*
- *Other important policies* (The CAS Faculty Assembly adopted a [policy on handheld electronic devices](#) [cell phones, etc.] in the classroom, available on the College Faculty Resources webpage.)
- *Information on support services* such as the Academic Success Center, Mathematics Tutorial Center, and the Writing Center

### **Suggestions for alternative course types:**

- *Honors sections in which a contract is designed:* the initial course syllabus with a copy of the honors contract is acceptable documentation. The instructor should make a copy of the contract before returning it to the student.
- *Independent Study:* A contract or list of guidelines with goals and expectations is acceptable documentation.
- *Internships:* The requirements, guidelines, or contract provided for the student outlining expectations is acceptable documentation.
- *Thesis Credit:* The guidelines and expectations for thesis creation are acceptable documentation. The instructor of record in the Banner system should be the thesis director.

## Quick Reference Checklist for Required Syllabus Elements

- Attendance policy
- Course designator and number
- Course goals
- Course requirements
- Course title
- Credit hours
- E-mail addresses
- Final exam date and time (or deadline, for online courses)
- Global Learning Initiative Statement for courses with at least one global component
- Online Course student services statement
- Online Course info on mandatory on-campus or other location meetings
- Grading system, including plus and minus grade policy
- Graduate level requirements in 500-Level Courses
- Instructor(s) office locations
- List of any General Education Program area(s) that the course fulfills
- Name(s) of instructor(s)
- Office hours
- Phone numbers
- Section number
- Student code of conduct
- Student learning outcomes
- Accessibility policy
- Syllabus change policy
- Tentative course calendar or schedule

### **Remember to turn in a syllabus for each of the following if you are the instructor of record:**

- Courses within the college (different sections may share a syllabus, but each CRN, etc must be listed)
- Courses outside the college
- Honors sections
- Independent studies
- Thesis courses
- Internship courses