

## McNichols Campus Syllabus Guidelines

The University of Detroit Mercy recognizes the importance of syllabi as documents that reflect the creativity and intellectual endeavors of its faculty. Faculty have the right to determine the substance of their syllabi within the guidelines of their college/school/program. Therefore, with the exception of informational statements regarding compliance with University policies and of individual college/school and/or program policies, this document refers to the format of syllabi and not to content.

### Rationale

A course syllabus is a student's contract with the instructor and the University. A course syllabus should indicate clearly to students what is expected of them in the course and how they are to be evaluated. Each student must receive a copy of the course syllabus no later than the first face-to-face or online class session either in hard copy or electronic format.

### Note

This document describes the minimum guidelines for a course syllabus. Individual colleges/schools and programs may require additional information.

1. Official course title and number; section number; number of credit hours; classroom number; days and times of class meetings; proposed class timeline or schedule; and course prerequisites/corequisites, if appropriate. In addition, for an online or hybrid course: synchronous meeting times; online office hours; any face-to-face sessions, if appropriate.
2. Instructor's name and title; office location; telephone number; udmercy.edu email address; office hours; names of teaching assistants and/or other instructors, if applicable. For online course: name and contact information of the program director/chair or respective Dean to address student questions, concerns, or complaints.
3. Catalog description of the course; any additional instructor-generated description of the course.
4. Learning outcomes (broader, programmatic statements) and objectives (more specific, course-based statements) that indicate what a student should be able to achieve upon completion of the course and compliance with the instructor's requirements.
5. All required texts and materials (including computer and internet resources, if applicable); assigned readings; supplemental texts; internet links for any specific assigned online readings or resources.
6. Any required meetings anticipated outside of regularly scheduled meeting times including, but not limited to, observations, service learning, small group assignments, etc.
7. A "subject-to-change" statement covering the tentative class timeline/schedule and the entire syllabus.
8. Policies regarding attendance and absences; class participation; classroom and/or online decorum; assignment deadlines; cancelled sessions; formation of and participation in team/group projects (if applicable), etc.
9. Basic description of grading and, if applicable, the weights assigned to each course component.
10. Statement of, or link to, relevant university and college/school policies and procedures (e.g., mission statements, student handbooks, academic integrity standards and/or policies).
11. Disability Support Services Statement as follows:

If you need an accommodation because of a disability, have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please contact:

**Emilie Wetherington, Director**

Disability Support Services.

**McNichols Campus Library, Room 328**

**Email: [gallegem@udmercy.edu](mailto:gallegem@udmercy.edu)**

**Phone: 313-993-1158**

It is very important for students to be proactive with regard to requesting their disability accommodations every semester. Students are encouraged to have open communication with their professors. However, it is a personal choice and never a requirement for students to disclose their disabilities to anyone except the Director of Disability Support Services, and only if they wish to request accommodations. You must be registered with Disability Support Services and your faculty must receive official notification from the DSS office before they can make arrangements for your accommodations.

**12. Licensure Statement.** Federal Regulations mandate a statement indicating one of the following must be included in the syllabus of any online program that will require licensure in the home state of the student:

Notice that the institution's online program either does or does not qualify the student for licensure in her/his state of residence

Or

Notice that the institution cannot confirm whether or not the online program meets licensure requirements in the student's state of residence and a list of current contact information for any applicable licensing boards.

**13.** A statement that important messages (such as cancellation of a class session) will be communicated through Blackboard and/or UDM email addresses.

**14.** A current statement regarding Title IX protections. For further information, consult with Marjorie Lang, Title IX Coordinator.

Draft – 23 March 2008

Revised – 27 August 2009

Revised – 1 and 17 November 2011

Approved ALT: 12.15.11

Revised – 15 January 2015

Revised – 27 March 2015

Revised – 17 July 2015

Revised – 19 July 2015

Approved MFA: 20 August 2015

Revised 7 October 2016 (Title IX Statement Added)

Revised 20 October 2016 (Updated Disability Support Services Statement)