

## **Guidelines for Course Syllabi<sup>1</sup>** **New College of Florida**

Every regularly scheduled classroom course must have a syllabus. The syllabus should be handed out during the first week of class, or alternatively, posted on the course web site. Each instructor is free to construct a syllabus as s/he sees appropriate. At a minimum the syllabus includes:

- Course title
- Instructor's name
- Instructor's office hours and location
- Instructors contact information (minimally e-mail address or office telephone number)
- A brief description of course objectives for student learning
- Expectations of student performance (including attendance policy if relevant) for satisfactory completion of course
- Dates of scheduled exams (This does not preclude giving quizzes or additional exams that may not have been planned at the start of the semester.)
- A topical course outline (at least tentative) including written assignments and dates due<sup>2</sup>
- Titles of any required textbooks

The following statements (or equivalents) refer to published New College policies:

Inclusion of any or all of these statements is at the discretion of the instructor.

- A student claiming a need for special accommodations because of a disability must work with the Counseling and Wellness Center, which will establish the need for specific accommodations and communicate them to the instructor.
- Any suspected instance of plagiarism will be handled in accordance with the College's policy on [academic dishonesty](#).
- No student shall be compelled to attend class or sit for an examination at a day or time when he or she would normally be engaged in a religious observance or on a day or time prohibited by his or her religious belief. Students are expected to notify their instructors if they intend to be absent for a class or announced examination, in accordance with this policy, prior to the scheduled meeting.

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<sup>1</sup> Approved by the Academic Administrative Council 2/19/08. Approved by the Educational Policy Committee 2/20/08.

<sup>2</sup> If class will be held during one or more official College holidays, that should be indicated on the syllabus.