**Recommended Syllabus Template**

[Modeled after CCAS syllabus template]

# Syllabus Requirements

In accordance with the regulations laid out in the [GW Faculty Handbook,](https://provost.gwu.edu/sites/provost.gwu.edu/files/downloads/resourcesAndPolicies/GW%20Faculty%20Handbook%20Final%20-%20Approved%20April%2010%202015.pdf) updated April 2015, Section 2.7.3.4, the syllabus for all proposed courses should include the following:

1. Bulletin course descriptions
2. Course prerequisites, if any.
3. Learning outcomes that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the class or unit, (see: [assessment.gwu.edu/course-assessment](http://assessment.gwu.edu/course-assessment)).
4. Average minimum amount of out-of-class or independent learning expected per week, (see [provost.gwu.edu/files/downloads/Resources/Assignment-Credit-Hours-7-2016.pdf](https://provost.gwu.edu/files/downloads/Resources/Assignment-Credit-Hours-7-2016.pdf)).
5. Required textbooks, materials and recommended readings.
6. Week-by-week schedule of topics to be presented.
7. Description of assignments and other course assessments that delineate how student performance will be evaluated.
8. Statement on University policy on observance of religious holidays (see text, below).
9. Statement regarding accommodations for student with disabilities (see text, below).
10. Reference to the GW Academic Integrity Code (see suggested text, below).
11. Reference to the Security and Safety Policy (see suggested text, below).

For the GW Faculty Handbook see: [https://provost.gwu.edu/sites/provost.gwu.edu/files/downloads/Resources/Faculty\_Handbook-](http://academicplanning.gwu.edu/proposing-new-course) [Approved\_20150410.pdf](http://academicplanning.gwu.edu/proposing-new-course)

# Recommended Syllabus Template

## Course and Contact Information:

Course: [department, course title, number, section] Semester: [semester, year]

Meeting time: [day, time: from-to] Location: [building, room]

## Instructor:

Name:

Campus Address: Phone:

E-mail: [Please use GW address]

Office hours:

[The course description should be brief (1-2 sentences), written in the present tense, and include only the primary themes/topics to be covered. Please avoid using jargon. Approved courses can use the GW Bulletin description.]

## Course prerequisites, if any:

[List all prerequisite courses using departmental code and course number. Also list specific skills, knowledge, credits completed, and the like, if appropriate.]

## Learning outcomes that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the class or unit:

[Please ensure that the learning outcomes are appropriate to the level at which the course is designed. Avoid verbs like “understand” or “know;” instead, use verbs such as analyze, synthesize, apply, and evaluate.]

“As a result of completing this course, students will be able to: 1.

2.

3. [etc.]”

[Note: For guidance on writing learning outcomes, see: [assessment.gwu.edu/course-assessment](http://assessment.gwu.edu/course-assessment)]

## Required textbooks, materials, and recommended readings:

[List all required textbooks, workbooks, websites, etc.

List all recommended or supplemental course learning materials

Clearly identify which materials are required, recommended, or supplemental]

|  |  |  |
| --- | --- | --- |
| Author | Title | Edition |
|  |  |  |

## Average minimum amount of out-of-class or independent learning expected per week:

[In a 15-week semester, including exam week, students are expected to spend a minimum of 100 minutes of out-of-class work for every 50 minutes of direct instruction, for a minimum total of 2.5 hours a week. A 3-credit course should include 2.5 hours of direct instruction and a minimum of 5 hours of independent learning, totaling a minimum of 7.5 hours per week. More information about GW’s credit hour policy can be found at: [provost.gwu.edu/policies-](https://provost.gwu.edu/policies-forms) [forms](https://provost.gwu.edu/policies-forms) (webpage); or [provost.gwu.edu/files/downloads/Resources/Assignment-Credit-Hours-7-2016.pdf](https://provost.gwu.edu/files/downloads/Resources/Assignment-Credit-Hours-7-2016.pdf) (form).]

|  |  |  |
| --- | --- | --- |
| Date | Topic(s) and readings | Assignment(s) Due |
|  |  |  |
| [The following statement should be included at the end of the class schedule]:  NOTE: In accordance with university policy, the final exam will be given during the final exam period and not the last week of the semester. For details and complete policy, see: [provost.gwu.edu/administration-final-examinations-during-examination-period](https://provost.gwu.edu/administration-final-examinations-during-examination-period) | | |

**Assignments**

[A detailed breakdown of course assignments and due dates by lesson module. Including assignment descriptions, method of assessment/evaluation, and point value is recommended.]

|  |  |  |
| --- | --- | --- |
| Assignment | Description | Total Points |
|  |  |  |
|  | Total Possible Points |  |

**Grading**

List what will be counted and percentages. [For example:

* midterm exam (\_\_%)
* paper (\_\_%)
* final exam (\_\_%)
* class participation/attendance ( \_\_%)

# University policies:

## University policy on observance of religious holidays

In accordance with University policy, students should notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance. For details and policy, see: [students.gwu.edu/accommodations-religious-holidays.](https://students.gwu.edu/accommodations-religious-holidays)

## Academic integrity code

Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information. For details and complete code, see: [studentconduct.gwu.edu/code-academic-integrity](http://studentconduct.gwu.edu/code-academic-integrity)

## Safety and security

In the case of an emergency, if at all possible, the class should shelter in place. If the building that the class is in is affected, follow the evacuation procedures for the building. After evacuation, seek shelter at a predetermined rendezvous location.

# Support for students outside the classroom

## Disability Support Services (DSS)

Any student who may need an accommodation based on the potential impact of a disability should contact the Disability Support Services office at 202-994-8250 in the Rome Hall, Suite 102, to establish eligibility and to coordinate reasonable accommodations. For additional information see: [disabilitysupport.gwu.edu/](https://disabilitysupport.gwu.edu/)

## Mental Health Services 202-994-5300

The University's Mental Health Services offers 24/7 assistance and referral to address students' personal, social, career, and study skills problems. Services for students include: crisis and emergency mental health consultations confidential assessment, counseling services (individual and small group), and referrals. For additional information see: [counselingcenter.gwu.edu/](http://counselingcenter.gwu.edu/)