Syllabi Expectations Tip Sheet

Each syllabus must include the following:

1. Integrity of credit

   a. Required instructional activities related to the integrity of credit. Information can be presented in the following formats: narrative, activity grid format, or other clear and identifiable format. **Credit hour resource page**[1]

   b. Any other required activities students are expected to participate in that contribute to allocation of credits.

   c. Other course policies related to integrity of credit (if any)

2. Course description

3. Course objectives

4. Prerequisites (if any)

5. Credits allocated

6. Assignments

   a. List and provide a description for each graded assignment

7. Method of assessing student achievement, including the assessment rubrics at the course and project levels

   a. Provide the grading weight of each assignment (see 6. Assignments)

   b. Ex. Assignment 1: 20%; Exam 1: 30%; Exam 2: 30%; Class Participation: 20%

8. Basis of final grade determination

   a. Ex A: 90-100; B 80-89...etc or P/F

9. Bibliographic and other resources

10. Course Materials

    a. List related educational materials (such as texts, software, supplies, etc) required for participation

11. Author(s) of syllabus.

    a. Not required if the faculty member teaching the course is listed on the faculty table.

Submission and Review Protocol:

A. Syllabi will be checked **once**, prior to the submission of the proposal.

B. If multiple instances where the syllabi do not meet NYSED requirements: provide information that is inconsistent with other proposal documents, or other clerical errors are found during the review of the syllabi, documents will be returned to the school to be revised prior to the completion of a full review.

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[1] Reference Section 50.1(o) of Commissioner's Regulations: each credit requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours (of 50 minutes each) of supplementary assignments