

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 (below), activity grid format (see sample activity grid on page 2), or other clear and identifiable format. [Credit hour resource page](#)¹
 - Example #1: Students will meet 2x a week for 1.5 hours for 15 weeks for this 3-credit course
 - Example #2: This 4-credit course will meet for a lecture with the instructor twice per week for 75 minutes each, for fifteen weeks. Outside of lecture, students will also participate in fifteen-50 minute weekly group discussion supervised by the course TA centered around each week's assigned readings.
 - 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.

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

Program Registration Proposal Completion Guidance

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.