

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.

Note: The checklists below describe the minimum guidelines for a course syllabus. Individual colleges/schools and programs may require additional information.

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.

Basic Course Information

- Official course title
- Course and section number
- Catalog description of the course
- Any additional instructor-generated description of the course
- Number of credit hours
- Classroom number
- Days and times of class meetings
- For an online or hybrid course: Synchronous meeting times; online office hours; any face-to-face sessions, if relevant
- Course prerequisites/corequisites, if relevant

Instructor Information

- Instructor's name and title
- Office hours and office location
- Telephone number
- Detroit Mercy email address
- Names of teaching assistants and/or other instructors, if relevant
- For online courses: Name and contact information of the program director/chair or respective Dean to address student questions, concerns, or complaints

More Detailed Course Information

- 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
- Required texts and materials (including computer and internet resources, if applicable)
- Required meetings anticipated outside of regularly scheduled meeting times including, but not limited to, observations, service learning, small group assignments, etc.
- Basic description of grading and, if applicable, the weights assigned to each course component

- A statement that important messages (such as cancellation of a class session) will be communicated through Blackboard and/or Detroit Mercy email addresses
- A “subject-to-change” statement covering the tentative class timeline/schedule and the entire syllabus
- Proposed timeline or schedule for the course

Course and University Policies

- Instructor/Course 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.
- 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)
- A current statement regarding Disability Support Services
- A current statement regarding Title IX protections
- Religious Observances Statement as Follows:
It is the policy of the University of Detroit Mercy to respect the faith and religious obligations of each student. Students with exams and classes that conflict with their religious observances should **notify their instructor at the beginning of the semester** in order to work out a mutually agreeable alternative. Please note that, regardless of whether an absence is “excused” or “unexcused,” the student is responsible for all missed course content and activities.

Online Licensure Statement (where applicable)

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

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)

Approved MFA: 20 October 2016

Revised 20 April 2017 (Religious Observances Statement Added)

Approved MFA: 20 April 2017

Approved MFA: 18 October 2018