

USF Syllabus Checklist
Center for 21st Century Teaching Excellence
SVC1072

Every regularly scheduled class must have a syllabus. The syllabus should be distributed on the first or second day of class of the semester.

Section One below in **BLUE** contains basic information in a syllabus. In Section Two, there are additional important components listed in black. Section three lists ways of enhancing a syllabus that has been uploaded into Blackboard. The Center for 21st Century Teaching Excellence offers services to faculty who are interested in enhancing their syllabi and uploading their syllabi into Blackboard.

1. Syllabus Information required at USF

Basic course information

- Course title
- Course prefix
- Course number and section (and number of credits)

Instructor information

- Instructor's name
- Office location
- Office hours
- Phone number

Course content and processing

- Course objectives
- Attendance policy
- Grading policy
- Dates of scheduled exams
- Course outline with assignments and dates due
- Notice of permission/non-permission to sell notes or tapes of class lectures
- Titles of required textbooks and readings
- Policy statement on makeup of missed work
- Email or FAX number
- Suggested statement: *“Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second class meeting.”*

New for the syllabus in fall 2009

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

Because of a recent court case the following statement will be important in the syllabus in order to comply with FERPA (Family Education Rights and Privacy Act) when using SafeAssign plagiarism detection service in Blackboard:

PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., "U12345678 Essay 1.docx") BEFORE SUBMITTING IT TO SafeAssign. Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to SafeAssign. Thank you!

2. Additional helpful information for a syllabus

- Day, time, and place of class meetings
- Course prerequisites
- Criteria for grading
- Clear guidelines detailing how students are to prepare for and behave during a class session. (e.g. read the assignments BEFORE class, come on time, participate in discussion, etc.)
- Suggested statement on accommodations for students with disabilities:
USF is committed to providing reasonable support for students with disabilities. Students with disabilities are responsible for registering with Students with Disabilities Services in order to receive academic accommodations. SDS encourages students to notify instructors of accommodation needs at least 5 business days prior to needing the accommodation. A letter from SDS must accompany this request.
- Statement on academic misconduct (Academic Integrity, plagiarism, etc.)
If you intend to submit students' assignments to USF's plagiarism detection service (SafeAssign in Blackboard), you should include the following statement in your syllabus:
The University of South Florida has an account with an automated plagiarism detection service which allows instructors and students to submit student assignments to be checked for plagiarism. I reserve the right to 1) request that assignments be submitted as electronic files and 2) electronically submit assignments to SafeAssignment, or 3) ask students to submit their assignments to SafeAssignment through myUSF. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student's paper was plagiarized. For more information about SafeAssign and plagiarism, go to <http://www.c21te.usf.edu>. Click on Plagiarism Resources. For information about plagiarism in USF's Undergraduate Catalog, go to <http://www.ugs.usf.edu/pdf/cat0809/cat0809.pdf>, page 46.
(Also note the statement related to SafeAssign to meet FERPA requirements, on page one above.)
- Statement on penalties for late work
- Resources for further study
- Instructor's teaching philosophy
- Expectations of students in and outside the classroom
- Encouragement to visit the instructor during office hours
- Description of types of assignments and their purpose
- Role of teaching assistants in the course
- Description of special procedures or rules for this class (e.g., laboratory rules and procedures)
- Statement regarding extra credit
- Statement telling students how to dispute a grade for an assignment or exam
- Statement describing what students can expect from you

3. “Enhancing” Information for Syllabi in Blackboard

To create a learning-centered syllabus and a student-centered environment, your syllabus will benefit from the following enhancements:

- Link to a diagnostic pre-test
- Link to an interactive review tutorial
- Partial examples of assignments
- Audio welcome to the course
- Advice for studying this subject
- Examples of graded tests
- Partial examples of student projects
- FAQ sheet
- Link to library resources
- Links to resource pages on diversity in academia
- Statement on sexual harassment
- Guidelines on classroom participation for the types of activities you are planning
- Description of special procedures or rules for this class (e.g., laboratory rules and procedures)
- Advice on how to read/approach the materials for this class
- Advice on how to study for quizzes and exams
- Information on special services or resources which might be helpful to students
- Description of your academic interests and research focus
- Other information which would help students succeed in this class

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