

# Dean of Faculties & Associate Provost Office

## Texas A&M University

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### *Syllabus Requirements*

#### **All syllabi must contain:**

- Course Title and Number
- Instructor information
- Prerequisite(s)
- Course topics/calendar
- Grading
- List of assignments, tests, etc.
- No statements contrary to University rules regarding attendance, approved absences, etc.
- Textbook and/or resource materials listing
- Americans with Disabilities Act (ADA) Policy Statement
- Academic Integrity Statement

The following two statements must be stated on the syllabus:

#### **Americans with Disabilities Act (ADA) Policy Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Department of Student Life, Services for Students with Disabilities, in Cain Hall or call 845-1637.

#### **Academic Integrity Statements**

##### **AGGIE HONOR CODE**

“An Aggie does not lie, cheat, or steal or tolerate those who do.”

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System.

For additional information please visit: <http://www.tamu.edu/aggiehonor/>

#### **Pledge (recommended)**

On all course work, assignments, or examinations at Texas A&M University, the following Honor Pledge shall be pre-printed and signed by the student:

“On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”

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## Minimum Syllabus Requirements

- **Course title, number, and term (e.g., Spring 200X), meeting times and location**
- **Course description and prerequisites** (In addition to material chosen by the instructor, the course description should closely follow the catalog description for the course. In some instances, the course description may include a rationale or context for the subject matter within the discipline. Prerequisites, even if “none”, should be given and these should match the catalog.)
- **Learning outcomes or course objectives [Recommended]**  
(Learning Outcome = a statement of what students will be able to do or know upon completion of the course. The outcomes may include competencies developed in the course. Learning outcomes are measurable and define what students need to do to show mastery of course materials. Additional assistance with learning outcomes is available through the Center for Teaching Excellence <http://cte.tamu.edu/resources/toolkit> and the Office of Institutional Assessment (<http://assessment.tamu.edu/resources>.)  
  
(Course Objectives = articulate the knowledge and skills the instructor wants students to acquire by the end of the course (<http://www.cmu.edu/teaching/designteach/design/learningobjectives.html>.)
- **Instructor information** (Include name, telephone number, email address, office hours, and office location.) Instructor information not necessarily needed for new course requests.
- **Textbook and / or resource materials**
- **Grading policies** (Policies or grading rules should cover late work, grade assignment and weighting, attendance policy, and make-up guidelines. If a portion of the grade involves qualitative or subjective judgments, include a rubric in the grading scheme that identifies what distinguishes “A” work from “B” work from “C” work, etc. Changing grading policies should occur only under extraordinary circumstances. No statement on a syllabus may contradict university rules regarding attendance, approved absence, etc. You may wish to refer to the Student Rules regarding Academics at <http://student-rules.tamu.edu>.)
- **Course topics, calendar of activities, major assignment dates** (If the course is web-based, you may wish to provide links to academic calendar and final schedule. Avoid conflicts with religious observances. Major assignment due dates and test dates may be included, but should not be changed without notification of all students in the course.)
- **Other pertinent course information relevant to the course (not required)**
- **Americans with Disabilities Act (ADA) Policy Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Cain Hall, Room B118, or call 845-1637. For additional information visit <http://disability.tamu.edu>.

- **Academic Integrity Statement and Policy** (All syllabi should contain a section that states the Aggie Honor Code and refers the student to the Honor Council Rules and Procedures on the web: <http://www.tamu.edu/aggiehonor>.)

*“An Aggie does not lie, cheat or steal, or tolerate those who do.”*

It is further recommended that instructors print the following on assignments and examinations:

*“On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”*

*[Signature of Student]*

Helpful Links:

❖ **Helpful links for syllabus construction**

Academic Calendar	<a href="http://admissions.tamu.edu/registrar/general/calendar.aspx">http://admissions.tamu.edu/registrar/general/calendar.aspx</a>
Final Exam Schedule	<a href="http://admissions.tamu.edu/registrar/general/finalschedule.aspx">http://admissions.tamu.edu/registrar/general/finalschedule.aspx</a>
On-Line Catalog	<a href="http://www.tamu.edu/admissions/catalogs/">http://www.tamu.edu/admissions/catalogs/</a>
Student Rules	<a href="http://student-rules.tamu.edu/">http://student-rules.tamu.edu/</a>
Religious Observances	<a href="http://dof.tamu.edu/faculty/policies/religiousobservance.php">http://dof.tamu.edu/faculty/policies/religiousobservance.php</a>
Center for Teaching Excellence	<a href="http://cte.tamu.edu">http://cte.tamu.edu</a>

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