Belmont Syllabus: Items to be included

Institution: Belmont University

Course Identity:
- Course number, section, title
- Semester (and session, if relevant)
- Meeting time
- Class location
- Credit hours

Instructor Information:
- Name
- Contact information (No instructor is required to provide personal (home or cell phone) contact information unless he/she wishes to)
  - Telephone (adjunct faculty may list department or school)
  - E-mail
  - Office location
  - Office hours

Course Information:
- Description from current catalogue (or description of special topic)
- Objectives and/or goals for the course
- Relevant pre-requisites
- Method(s) of instruction (i.e., discussion, lecture, projects, group work, on-line work, labs)

Course requirements:
- Textbooks and other resources or supplies
- Attendance
  - Even if the policy is the catalogue policy, this policy must be cited
  - Policy for late work, absence from class, absence from tests and exams

Methods of Evaluation:
- All assignments and requirements subject to evaluation:
  - Tests, papers, participation, presentations, group projects, quizzes, reading, etc
  - Value (percentage or point value) for each assignment
- Grading scale or point range for assignment of letter grades

Class Schedule:
- Provide a class schedule appropriate for the course
- Identify scheduled test and final exam dates
- Identify policy re: changes in schedule (will be announced in class; will be changed as necessary; no changes will be made, etc)

University policies:
- Academic Integrity: Provide the University Academic Integrity Statement
• **Honor Code**: The following is the Student Honor Pledge that guides academic behavior:

  “I will not give or receive aid during examinations; I will not give or receive false or impermissible aid in course work, I the preparation of reports, or in any other type of work that is to be used by the instructor as the basis of my grade; I will not engage in any form of academic fraud. Furthermore, I will uphold my responsibility to see to it that others abide by the spirit and letter of this Honor Pledge.”

• **Accommodation of disabilities: Provide the compliance statement**

  In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Belmont University will provide reasonable accommodation of all medically documented disabilities. If you have a disability and would like the university to provide reasonable accommodations for the disability during this course, please notify the Office of the Dean of Students located in the Beaman Student Life Center (460-6407) as soon as possible.

• **Statement regarding expectation of student participation in course evaluations**