

Syllabus Requirements and Recommended Template

Syllabus Requirements

In accordance with the regulations laid out in the GW Faculty Handbook, updated April 2015, Section 2.7.3.4,* the syllabus for all proposed courses should include the following:

1. Course prerequisites, if any.
2. Learning outcomes that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the course or unit. See assessment.gwu.edu/course-assessment.
3. Average amount of direct instruction or guided interaction with the instructor and average minimum amount of independent (out-of-class) learning expected per week.**
4. Required textbooks and/or other materials and recommended readings.
5. Week-by-week schedule of topics to be presented.
6. Description of assignments and other course assessments that delineate how student performance will be evaluated.
7. Statement on University policy on observance of religious holidays (see text, below).
8. Statement regarding accommodations for student with disabilities (see text, below).
9. Reference to the GW Academic Integrity Code (see suggested text, below).
10. Reference to the Security and Safety Policy (see text, below).

Online and hybrid course syllabi should include the following additional information:

11. Instructions for getting started and where to find various course components.
12. Minimum technology requirements for participation in the course.
13. Link to student support (e.g., technical requirements and support, student services, obtaining a GWorld card, and state contact information) at online.gwu.edu/student-support.
14. Information about the accessibility of all technologies required in the course.
15. Requirements for accessing and participating in the course (e.g., requisite skills for using technology tools and software applications, and computer equipment requirements such as webcam, microphone, and software).

*For the GW Faculty Handbook see provost.gwu.edu/policies-procedures-and-guidelines.

**This information is required on all syllabi in accordance with federal regulation. For more information on GW's assignment of credit hour policy see provost.gwu.edu/policies-procedures-and-guidelines. This requirement was added after publication of the Faculty Handbook.

Recommended Syllabus Template

Course and contact information:

Course: [department, course number, and title]
Semester: [semester, year]
Meeting time: [day(s) of the week and class start
and finish times]
Location: [building, room]

Instructor:

Name:
Campus address:
Phone:
E-mail: [Please use GW address]
Office hours:

Course prerequisites, if any:

[List all prerequisite courses using departmental code and course number. In addition, list specific skills, knowledge, credits completed, and the like, if applicable.]

Learning outcomes that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the course or unit:

[Please ensure that the learning outcomes are appropriate to the level for which the course is designed. Avoid verbs like “understand” or “know;” instead, use verbs such as analyze, synthesize, apply, and evaluate.]

“As a result of completing this course, students will be able to:

- 1.
- 2.
3. [etc.]”

[Note: For guidance on writing learning outcomes, see: assessment.gwu.edu/course-assessment]

Average amount of direct instruction or guided interaction with the instructor and average minimum amount of independent (out-of-class) learning expected per week:

[The following guidance pertains to courses taught in a traditional 15-week semester. For all course delivery types (on-campus, online, and hybrid) taught on different schedules, the number of minutes per week of direct instruction and independent learning should be adjusted to ensure that the total combined effort fulfills the same minimum total requirements for direct instruction and estimated independent (out-of-class) learning.

Note that the amount of both direct instruction and independent learning should be included in this statement.

On-campus courses—To calculate the average minimum amount of independent learning expected per week for inclusion on the syllabus, use the following formula: In a traditional 15-week semester (which includes exam week), for each credit, students are expected to spend a minimum of 100 minutes on independent coursework for every 50 minutes of direct instruction for a minimum total of 2.5 hours per week. A 3-credit course, for example, would include 2.5 hours of direct instruction and a minimum of 5 hours of independent learning, totaling a minimum of 7.5 hours per week or 112.5 hours per semester.

Online and hybrid courses—For online and hybrid courses, the distribution of direct and independent learning minutes may vary. For each credit, students are expected to spend a minimum total of 2.5 hours per week of combined direct and independent learning for a total of 37.5 hours in a 15-week semester.

Courses with irregular class meetings—For courses that might not meet in class on a weekly basis, such as research and independent study courses and internships, the distribution of direct and independent learning minutes may vary. For each credit, students are expected to spend an average total of 2.5 hours per week of combined direct and independent learning for a total of 37.5 hours in a 15-week semester.]

See “Assignment of Credit Hour Policy” at provost.gwu.edu/policies-procedures-and-guidelines for more information.

Course workload estimator: Faculty may wish to use the “course workload estimator” developed by Rice University. This tool allows the user to estimate how much time to allot for different types of reading assignments. See <http://cte.rice.edu/workload>

Required textbooks and/or other materials and recommended readings:

[List all required textbooks, workbooks, websites, etc.

List all recommended or supplemental course learning materials

Clearly identify which materials are required, recommended, or supplemental]

Author	Title	Edition

Week-by-week schedule of topics to be presented and scheduling of final examinations

[The class schedule should be a detailed breakdown of topics to be covered, course assignments and due dates, and required and recommended reading by class session or module.]

GW's regular fall and spring semesters are 15 weeks in length. All 15 weeks must be accounted for on the class schedule. The class schedule should include 14 weeks of instruction with the 15th week dedicated to the final. No student break day or period that appears on the academic calendar may be used or counted as a class session. See bulletin.gwu.edu/academic-calendar/

Date	Topic(s) and readings	Assignment(s) due

Scheduling of final examinations: Final examinations, which include any type of end-of-semester examination, are to be administered only during the regularly scheduled examination period. In order to provide students maximum opportunity to study and review material covered during the semester, and to ensure 15 weeks of instruction, final examinations may not be administered during regularly scheduled class sessions, on class make-up days, or during the reading period.

Any type of end-of-semester paper, report, or take-home examination submitted in lieu of a final examination is acceptable and should be due during the examination period.

If no final examination is scheduled, faculty should make a reasonable determination of whether their course conforms to GW's assignment of credit hour policy, which assumes that students spend, over the course of 15 weeks, a minimum of 37.5 hours of direct learning and out-of-class work for each credit.

For more information see provost.gwu.edu/administration-final-examinations-during-examination-period.]

Assignments

[A detailed breakdown of course assignments and due dates by lesson module. Include assignment descriptions, method of assessment/evaluation, and point value.]

Assignment	Description	Total Points
	Total Possible Points	

Grading

List what will be counted and percentages. [For example:

- midterm exam (__%)
- paper (__%)
- final exam (__%)
- class participation/attendance (__%)

University policies and resources for students

University policy on observance of religious holidays

In accordance with University policy, students should notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance. For details and policy, see: provost.gwu.edu/policies-procedures-and-guidelines

Academic integrity code

Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information. For details and complete code, see: studentconduct.gwu.edu/code-academic-integrity

Support for students outside the classroom

Disability Support Services (DSS) 202-994-8250

Any student who may need an accommodation based on the potential impact of a disability should contact Disability Support Services in Rome Hall, 801 22nd Street, NW, Suite 102, to establish eligibility and to coordinate reasonable accommodations. For additional information see: disabilitysupport.gwu.edu

Counseling and Psychological Services 202-994-5300

GW's Colonial Health Center offers counseling and psychological services, supporting mental health and personal development by collaborating directly with students to overcome challenges and difficulties that may interfere with academic, emotional, and personal success. For additional information see healthcenter.gwu.edu/counseling-and-psychological-services.

Safety and security

- **In an emergency:** call GWPD 202-994-6111 or 911
- **For situation-specific actions:** review the Emergency Response Handbook: safety.gwu.edu/emergency-response-handbook
- **In an active violence situation:** Get Out, Hide Out or Take Out: go.gwu.edu/shooterprep
- **Stay informed:** safety.gwu.edu/stay-informed