Syllabus Form

Appendix 1.9: Syllabus Form

Faculty members at Wilmington College are not required to use any specific form for syllabus preparation. However, the following information must be included in all syllabi. A copy of your syllabi must be sent to the Office of Academic Affairs and your Area Coordinator each semester. A sample syllabus template is available on the Academic Affairs page of WC@ Home.

· Your name and contact information such as office #, office phone and e-mail address and office hours (minimum of 5 hours per week should be posted and observed per Faculty handbook).

· The course number, credit hours and section number for the course.

· Course description from the catalog with prerequisites and infused skill(s), if applicable.

· Semester and year of course.

· Course location (building and room number) and time.*

· Course Goals and Objectives/Learning Outcomes.

· Skills statement, including how the skill will be taught, practiced, and assessed. Current infused skills policies and guidelines may be obtained from the appropriate skills director.

· Tentative course schedule and assignments.

· Statement that says that a minimum of two hours of out-of-class student work is expected for each hour of in-class time for traditional face-to-face course format. For online and hybrid courses, the combination of face-to-face time and out-of-class work should be equal to 3 hours per credit hour per week.

· Basis for assigning grades in the course. Grading policy must include your use or non-use of +/- grades in the course as well as how infused skills will be assessed, if applicable.

· Instructor's penalty for academic misconduct, as well as this statement: "See the current Student Handbook for the college's Academic Integrity policies as they pertain to examinations, plagiarism, classroom behavior, and the process for handling academic misconduct charges."

· Instructor's policy for the use of generative artificial intelligence (AI) in the course.   Instructors have discretion as to when/how students may use AI in coursework. The statement in the syllabus can be general (e.g., "The use of generative AI is prohibited except where expressly allowed in assignment instructions.") or as detailed as needed.

(Consider a cell phone/texting policy.)

· Instructor's attendance/absence policy, as well as this statement: "See the current Student Handbook for the college's Attendance policy especially as it pertains to excused absences."

· Textbook and other required materials.

· Final examination date and time (required to meet during assigned final examination period even if some activity other than testing is planned per faculty handbook).*

· A.D.A. statement: "Americans with Disabilities Act: If you have a documented disability that requires accommodation, contact the Disability Services Director, 937–481–2444, Robinson Communications Center Room 114".

· Optional: college mission and/or relationship of course to the mission.

*Not required for online courses.