

## Appendix Q

### Standard Syllabus

The syllabus for a course should contain the following information as a minimum:

1. Name of course, course number, section number, Key Skills
2. Instructor information (name, office location, email address)
  - a. Optional: Office phone number, other methods of contact, instructor's website
3. Office hours
4. Class meeting time and days
  - a. Optional: room number
5. Required materials (give specific editions)
6. Calculation of final grade (give the breakdown for assignments, exams, participation, etc.)
7. Late assignment policy and make-up policy
8. Attendance policy
9. Course Outline (topics to be covered in order)
10. Learning outcomes for the course

Please be explicit in the course syllabus about what is expected of students during the course. A syllabus functions as a form of contract between you and your student. When the requirements and expectations are stated clearly, and a student chooses to remain in a course, the student may be presumed to have consented to the terms you have set for successful completion of the course. And you, in turn, should adhere as close as possible to the requirements you have stipulated.

Please submit copies of all syllabi to your Department. All syllabi will need to be available for accreditation purposes.

Template language that you may wish to include on your syllabus:

#### **Diversity and Inclusion**

The instructor of this course values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the instructor prohibits and will not engage in any discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, or disability. The instructor is committed to provide all students with an excellent course experience within an atmosphere of mutual respect and trust and expects that all students abide by the policies of Wagner College concerning academic integrity, anti-harassment and anti-discrimination as described in the Student Handbook and on the website of the college.

#### **Academic Honesty**

The Wagner College faculty and student body take seriously the academic integrity of this institution. The Academic Honesty Committee (AHC), comprised of both faculty and student representatives, hears cases of academic dishonesty. If a professor is concerned that a student has acted dishonestly with regard to his or her academic work, the professor can turn the case over to the AHC for investigation. The Student Government Association (SGA) also wrote an approved student honor code in 2007 that reflects the commitment of the student body to academic integrity. You can find a copy of the student honor code and the policies of the AHC at this website: <http://wagner.edu/academics/provost/committees/ahc/>. All students are expected to be aware of and abide by Wagner's guidelines for academic integrity. If you have questions about these guidelines, it is your responsibility to ask.

#### **Students with Disabilities**

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Dina Assante, Associate Dean, Center for Academic and Career Engagement, Union Building, 718-390-3181 as early as possible in the term.

**Writing Center**

The Writing Center is a free of charge resource on campus that offers students one-to-one and group feedback on their writing and presentations. Writing Intensive Tutors (WITs) can provide feedback on any type of writing assignment, at any stage of the composing process from brainstorming and outlining to drafting and revising. Make an appointment or walk-in during the operating hours. Online appointments are also available. The Writing Center is located on the first floor of the Horrmann Library. Look for the glass-walled meeting space, directly to the right of the library entrance.

For more information, please visit our website: [wagner.edu/writing-center](http://wagner.edu/writing-center)

To make an appointment: <https://wagner.mywconline.com/>