Coe College Syllabus Template and Guidelines
Fall 2021

We have provided a Table of Contents to assist in navigating the document because there is more than usual but we would like to consolidate these resources in one place. We are returning to in-person teaching but list some covid policies in the first section.

Table of Contents:

THE BASICS: Covid considerations for your fall teaching:

- 2021-22: all classes will be held in person
- To aid in any needed contact tracing, faculty should use assigned seating, and if using discussion groups or any other groups where students are in close contact, should keep a record of the students in those groups from day to day. This is not to be confused with an attendance policy.
- Faculty are encouraged to use a participation/engagement policy rather than an attendance policy.
- Faculty should not ask students about their vaccination status.
- All classes will be held in person. Faculty should not use Zoom to bring students who have to miss class into the classroom, but the Provost's Office will have a limited number of Zoom licenses that faculty may use for a few classes if they aren't able to teach in person but are able to teach remotely.

- Students who need to miss class due to isolation or quarantine should contact the Learning Commons for help in arranging academic accommodations.
- Guidance on masking may change as the CDC modifies its policies. Please pay attention to communications from the college.
- Check the Safe Campus Plan. If you have any questions, email or call the Provost.

Coe Syllabus Template

An editable version of this template can be copied from [this link](). Explanations on each required and suggested element can be found in the sections below.

Required Elements

COURSE NUMBER AND TITLE

Term & Year
Meeting Days/Times/Room
Instructor Name
Contact Information and Office Hours
Department Chair Name and Email

Course Description:

Measurable Learning Objectives:

Required Texts or Course Materials:

Course Policies:

> *Schedule of major due dates*

> *Method for determining final grade*

> *Participation expectations, if applicable*

> *Late work policy, if applicable*

> *Acceptable methods for submitting work*

> *Course management system /website, if applicable*

College-wide Policies:

Mission Statement:
Coe College is a national, residential liberal arts college offering a broad array of programs in the arts, sciences, and professions. Our mission is to prepare students for meaningful lives and fulfilling careers in a diverse, interconnected world. Coe's success will be judged by the success of our graduates.

Academic Integrity
At Coe College, we expect academic integrity of all members of our community. Academic integrity assumes honesty about the nature of one's work in all situations. Such honesty is at the heart of the educational enterprise and is a precondition for intellectual growth. Academic dishonesty is the willful attempt to misrepresent one's work, cheat, plagiarize, or impede other students' academic progress. Academic dishonesty interferes with the mission of the College and will be treated with the utmost seriousness as a violation of community standards. Please refer to the Coe College Academic Catalog for complete information regarding Academic Integrity: www.coe.edu/academics/academic-resources/provosts-office/academic-integrity-policy

FERPA
Students should be aware of their rights regarding the privacy of their educational records. Detailed information about your rights can be found under the FERPA (Family Educational Rights and Privacy Act of 1974) section in the Academic Catalog and online here:
https://www.coe.edu/academics/academic-resources/registrar/ferpa

In line with FERPA restrictions, students should be aware that an instructor cannot publicly post grades by student name, institutional student identification number, or social security number without first having obtained students' written permission.

The Definition of a Course Credit & Expected Workload
One course credit at Coe College constitutes 180 hours' worth of student work over the course of the term. "The Department of Education has defined one hour to be 50 minutes, so 150 60-minute hours is equivalent to 180 50-minute hours." This figure includes both the time spent in class and out of class completing course work. In other words, students are expected to devote a considerable amount of time outside of class to this course. For courses that meet in a standard MWF or T-Th slot, students should be expected to work seven hours a week outside of the three hours in class.

Requesting Academic Accommodations
Coe College is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course, please visit my office hours to discuss these concerns with me.

If you have a medical, physical, psychological, or learning need documented by a healthcare provider, or experience an unforeseen obstacle during the semester, you can make an appointment with Laura Hayes, Accessibility Services Coordinator, to request an official accommodation under the Americans with Disabilities Act. You can find more information about the Accessibility Services Office by visiting the Learning Commons website or by emailing accessibility@coe.edu. If you have

already been approved for accommodations through Accessibility Services, please meet with me so we can develop a plan for your success together.

Reporting of Sexual Assault or Misconduct
As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a faculty member. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in any one-on-one meetings. I will keep the information you share with me private to the greatest extent possible. However, I am required to share information regarding sexual misconduct or students who may be in danger to themselves or to others. Students may speak to someone confidentially by contacting Student Life at 319-399-8843 or emailing titleix@coe.edu, Safety, and Security at 319-399-8888, Emily Barnard (college counselor) at 319-399-8843, or visit Coe's [Title IX website](#) for more information.

Recommended Elements

Schedule of weekly readings, topics, and class activities (with understanding that it may change over the course of the term)

Final exam date & time

Prerequisites, if applicable

Policy on classroom use of laptops, phones, and other devices

Expected method of communication about the course, e.g. email, messaging, text, Moodle announcements

Religious holiday accommodations policy

Guidelines for Using the Syllabus Template

Syllabus Basics

- All credit-bearing courses are required to have a syllabus according to HLC and the Faculty Handbook
- Syllabi must be made available on the first day of class and an up-to-date syllabus should be accessible to students at all times
- Use Coe's syllabus template as a guideline for creating your syllabus, but feel free to customize it to make it your own. Note, however, that college-wide policies must be included as written
- The syllabus *must* include:
  - Basic course information
    Time, location, office hours, office location, email, phone, department chair and email
  - Course description
  - Measurable learning objectives: see below for definition and models
  - Required texts and course materials
    The Higher Education Opportunity Act textbook provision requires a list of required materials be available to students. Akademos now handles all book and course material requests. Harry Morris (hmorris@akademos.com) is our liaison and always happy to assist. In addition, course fees/supplies must be made known in advance to the provost and registrar's office so they can be listed in jenzabar. Fees must be handled through the business office. All book and course supply information must be provided to the bookstore well before the term begins (typically Oct. 15 or March 15 of the preceding term).
  - Method for determining final grade:
    This is often accomplished by listing the major assignments, evaluations, and percentage weight in the determination of the final course grade.
  - Course policies on late work, attendance, participation, methods of submitting work, etc.
  - Course management information: make clear how students can access course materials
  - College-wide policies: academic integrity, FERPA, definition of a course credit and workload, accommodations, reporting for sexual misconduct, the mission statement

- The syllabus may include::
  - Final exam date and time
  - Prerequisites, if applicable
  - List of topics and readings
  - Policy on devices in the classroom: clarify any expectations about what is and isn't appropriate use of electronic devices
  - Expected methods of communication: how and when students can reach you and how you will reach them
  - Religious holiday accommodations: "Coe College values religious diversity and expression. We seek to be mindful of conflicts with religious observances and make reasonable accommodations when a student's religious practices conflict with their academic responsibilities. A student may receive appropriate accommodations for religious observance, such as being excused from class, permitted to make up missed assignments, or taking an exam at an alternate time. A student who will miss an academic obligation because of religious observance is responsible for contacting their professor with sufficient notice. The student is responsible for completing missed work in a timely manner." For faculty reference: click here for a condensed list of religious holidays that includes dates and suggested accommodations. This list is not exhaustive and a student may observe holidays not included in this list.
  - Coe's Nest Food and Necessities Pantry: "The Nest (Food and Necessity Pantry): If you or someone you know is experiencing food insecurity, The Nest in Upper Gage has food items and basic necessities available free of charge for all members of the Coe community. The Nest is available with a valid Coe ID. If you encounter other obstacles to your ability to function productively as a student, I will be glad to help connect you with the appropriate resources on or off campus."
  - Tips for success in your course

College-wide Practices

- Syllabus/Course Design
  - Classes need to meet regularly and students must have contact hours with their professor. Your course should include regular ways in which you communicate with your students, by email, as a group, individually, etc. You should build opportunities to provide clear feedback for the students' progress and for them to provide feedback on how things are going, perhaps through a mid-semester feedback form. Also make sure

students can contact you regarding the course by holding regularly scheduled office hours and by making yourself readily available by phone or email.

- When writing syllabi, make sure to use accessible machine-readable formatting. Here is a link for advice on doing so: https://www.washington.edu/accessibility/documents/word/
- Consult the Academic Calendar as you write your syllabi for current dates.
- Build *at least* one graded assignment into the first half of the term (and the time you need to grade it) before midterm progress reports are due. See the Fall 2021 Academic Calendar for dates midterm progress reports will be due. Submitting grades rather than just S/Us or D/Fs helps students understand their progress and take responsibility for their learning.

- Faculty Expectations
  - If you need to miss a class for planned reasons, either professional or personal, please make sure the students can work on an appropriate educational activity during your absence. If you need to miss a class for unplanned reasons, please notify your students if possible, tell your chair, or email/call the Provost's Office (x8616) so we can post signs in the appropriate classroom or inform students via email.
  - Faculty Illness (Teaching in Times of Covid)
    - Normally, faculty often teach through colds and mild illnesses. In the COVID environment, doing so will likely cause safety concerns with students and colleagues. Please take a day off if you need it.
    - If a faculty member does end up needing to take a day off *due to illness*, tell your Department chair and email provost@coe.edu. (This will enable the Provost and college to stay aware of health risks on campus.)
    - Please indicate in your email header to provost and chair "Last Name is Sick." Please share which of your classes you have been meeting with in person.
    - Contingencies: No one wants to plan for the worst. That said, please keep all your course materials organized and in an easily accessible location (and share this information with your chair or a colleague). In the event you become ill and are unable to teach, having a second "teacher" (such as your chair) designated in your Moodle course will be helpful to access content and materials. Reach out to Lisa Stroschine if you need assistance in setting this up.
  - Plan your schedule so that you can return student work in a timely way. One of the most frequent and recurrent student frustrations is about waiting weeks or months for work to be graded and returned. When planning out the term's courses, consider coordinating due dates

between your classes and staggering assignments so that not all student work is coming in at the same time.
  ○ Grades due no later than Midnight on Tuesday, Dec. 14, 2021.
  ○ Ensure students have the opportunity to evaluate the content and instruction of the course at the end of the term. Course evaluations are provided through the IDEA software platform.
  ○ Assess student learning as requested by your department.

Additional Resources for Course Design

- Looking for sample language for your new policies? This document from Macalester was shared via the ACM workshops this summer; it contains some great samples: Sample Statements & Course Policies
- What is the Purpose of a Syllabus? Handout
- How to Write Learning Outcomes Handout