

Responsibilities of the Faculty Member: Course Syllabi

Course Syllabi

Instructors are required to prepare syllabi for all courses including Directed Independent Studies and Internships for both undergraduate and graduate students. Syllabi should be made available to students electronically via Canvas or email. All courses have “shell” information for Canvas delivery.

Syllabi should not be distributed in hard-copy. Questions regarding Canvas setup should be addressed to the Director of Distance Education.

Faculty are encouraged to post their syllabi in advance of the first day of class. Faculty must submit their syllabi electronically to the Course Management page found on the Faculty section of my.converse.edu. The appropriate naming structure is acronym, course number and section with term and year (an example, THR120.01-FA12). Abbreviations for the terms are FA=Fall, JA=Jan Term, SP=Spring, S1=Summer 1, S2=Summer 2, S3=Summer 3.

While instructors have some flexibility in how they set up the syllabus, the following information must be included:

- Course number and name of course;
- Semester course is taught;
- Professor's name, office location, telephone number, e-mail address, and office hours;
- A statement about the importance of the Honor Code and any specific directions regarding the Honor Code that you wish to call to the attention of the students;
- The following statement: “Students with documented disabilities who would like to request academic accommodations should review and complete the form on my.converse.edu under Students > Student Life > Student Accessibility Services. Questions can be directed to Sami Singleton, Case Manager for Student Accessibility Services, at sami.singleton@converse.edu or by calling (864) 596-9027.”
- Course description;
- Course objectives;
- Required books and other instructional materials;
- The course grading policy, to include a scale describing the criteria for a method of calculating the mid-term grade and final course grade. Faculty should clearly identify the quantitative or qualitative scale for determining each letter grade, including the weights (if any) given to assignment grades and any weight given to attendance;
- The course attendance policy, which must be in compliance with the University's attendance policy;
- Information regarding course assignments and, where appropriate, due dates for assignments;
- Required means of submitting course work (hard copy, on-line) and policy regarding late work;
- The University's Title IX statement (or the substitute statement created by the Faculty Senate):
In accordance with Title IX of the Education Amendments of 1972, Converse prohibits discrimination and harassment on the basis of sex. Converse strongly encourages the prompt reporting of, and is committed to a timely and fair resolution of, complaints of sex discrimination and harassment by students, faculty, staff, and third-party contractors. Sexual harassment includes quid pro quo harassment, sexual assault, dating violence, domestic violence, and stalking. Incidents of sex discrimination should be reported to the Converse Title IX Coordinator, as outlined in the Sex Discrimination and Harassment Policy and the Title IX Sexual Harassment Grievance Procedures. The policy and grievance procedures can be found on the Title IX page on my.converse.edu. Reports may be filed anonymously at https://my.converse.edu/ICS/Offices/Human_Resources/Title_IX.jnz.
- Special directions that are relevant for a particular course; and
- Graduate requirements for dual listed courses.

Any revisions or changes in assignments or requirements from the original syllabus (submitted to students at the beginning of the term) that affect the last three days of fall or spring term or the last day of January term must be announced at least two weeks prior to the last day of class in fall and spring terms and one week prior to the last day of class in January term.