Policy: Preparing and Posting Course Syllabi

Purpose:
In conformance with the Collective Bargaining Agreement (CBA) and generally accepted best practices, we wish to ensure students have easy access to all H&S syllabi, and to ensure that syllabi contain information relevant to student success in the classroom.

Policy:
CBA 6.200 requires that "A current copy of each syllabus will be placed in an electronic data base for access by students." A couple of options are available for satisfying this requirement.
1. Post syllabi using the College's Syllabi Repository System (https://hsapp.hs.umt.edu/syllabi). Syllabi will then be automatically posted to both Department and College web pages.
2. Post syllabi on the Library's repository system (www.lib.umt.edu/syllabi).

CBA 6.200 further states that "Each faculty member shall provide an electronic copy of their current syllabi within 30 days of the start of the semester to their Academic Dean." This provision will be deemed satisfied if the department posts all syllabi to their web site using the College's Syllabi Repository System; no additional posting to the Dean's office will be required.
Ideally, accessible syllabi should be posted by the first day of classes or very soon thereafter.

Syllabus Content: Mandatory Items
The following items must be included on all syllabi:
1. Learning outcomes (enumerated).
2. The instructor's policy/procedures for accommodating disabilities. Faculty may choose among several such statements offered on the DSS website: (life.umt.edu/dss/Faculty/default.php).

Syllabus Content: Desirable Items
1. The instructor's office location, posted office hours, phone number, and UM email address.
2. Brief course description
3. Information regarding tests and assignments, e.g., when to expect them and how they will be graded.
4. Required textbooks students are expected to purchase.
5. A sequential breakdown of the topics to be covered.
6. The last date students can withdraw from the course on Cyberbear without having to petition for late withdrawal
7. The instructor's policy on attendance. If an instructor chooses to penalize students for absenteeism, whether excused or otherwise, then this policy must be clearly stated on the syllabus. When imposing penalties, the College asks that instructors take into account the very real life emergencies that may necessitate classroom absences.
8. The instructor's policy statement on academic honesty and plagiarism. A memo issued by the Provost's Office in 2005 asked that all syllabi contain the following: "All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code: (http://www.umt.edu/vpsa/policies/student_conduct.php).

Syllabus Content: Other Considerations

The instructor's policy on grading options. Courses are set up as traditional letter grade only (T), CR/NC only, or student option (O). If an instructor chooses to set up the course as "traditional letter grade only (T)," this policy should be stated on the syllabus.