Florida Gulf Coast University
Guidelines for Course Syllabus

Faculty should adhere to the following guidelines for the development and distribution of a course syllabus:

- On the first day of class, distribute the course syllabus to students either in hard copy or electronically.
- Provide a copy to your department chair.
- Include all of the items listed below under **Course Syllabus Information** in your syllabus either by directly including them in the document or by providing hyperlinks.
- Include items you deem necessary listed under **Recommended Course Syllabus Information** in your syllabus either by directly including them in the document or by providing hyperlinks.
- Include any additional course-related information as you deem necessary or as required by your college, department, and/or program.

Course Syllabus Information
1. Course number, course reference number (CRN), and course title
2. Semester and year
3. College and department offering the course
4. Course credit hours
5. Meeting times and locations
6. Distance Learning/Hybrid Course/Off Campus Course Information (as applicable)
7. Instructor's name, FGCU rank, and any relevant degree(s), licensures(s), and/or certification(s)
8. Faculty office number, campus telephone number, email address, and office hours
9. Course description (as listed in Gulfline)
10. Student learning outcomes for the course
11. Required, recommended, and optional textbook(s) and other course materials
12. List of relevant course topics
13. Evaluation methods, assessment, and grading policy, and relevant due dates
14. Attendance policy
15. Policy regarding assignment completion deadlines
16. Special department or college policies (as applicable)
17. Required University statement regarding academic behavior standards and academic dishonesty (below)
18. Required University statement regarding disability accommodations (below)
19. Required University policy (Policy 4.005) regarding religious holiday accommodations (below)

Recommended Course Syllabus Information
1. Schedule of course activities and assignments, including due dates for papers, projects, and exams, with note that schedule is subject to change with notice
2. Pre and co-requisites for the course (as approved by the University Curriculum Team and listed in Gulfline)
3. Statement regarding the level of technology usage and any policies regarding use of cell phones, PDAs, laptops, and other personal electronic devices
4. Statement on e-mail usage in Eagle mail and/or ANGEL email

5. Statement on the last day to drop/withdraw without academic penalty

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Academic Behavior Standards and Academic Dishonesty

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the *Student Code of Conduct* and *Policies and Procedures* sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy.   The FGCU Student Guidebook is available online at http://studentservices.fgcu.edu/judicialaffairs/new.html

Disability Accommodations Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please contact the Office of Adaptive Services. The Office of Adaptive Services is located in Howard Hall 137. The phone number is 239-590-7956 or TTY 239-590-7930

Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

Resources for Faculty General Education
Information on General Education program requirements is available online at
http://www.fgcu.edu/General_Education/index.html

Service-Learning
Information on integrating service-learning into the course and course syllabus is available online at
http://www.fgcu.edu/Connect/

Distance-Learning
Information on distance learning courses is available online at http://itech.fgcu.edu/distance/

Online Tutorials
Information on online tutorials to assist students is available online at http://www.fgcu.edu/support/

ANGEL Learning Management System and Demonstration Site
Information on ANGEL is available online at http://elearning.fgcu.edu and
http://elearning.fgcu.edu/section/default.asp?id=Student_Demonstation_Course&ts=1275572580

Library Resources
Main page: http://library.fgcu.edu/
Tutorials & Handouts: http://library.fgcu.edu/RSD/Instruction/tutorials.htm
Research Guides: http://fgcu.libguides.com/
Faculty Support: http://library.fgcu.edu/faculty_index.html
Contact Us: http://library.fgcu.edu/LBS/about/contactus.htm