***Syllabus Recommendations***

**Course Information**

Unit abbreviation, course number, section number

Course name

Semester and year

Days/time class meets

Location class meets

**Instructor Information**

Instructor’s full name

Location of instructor’s office

Instructor’s office phone

Instructor’s e-mail address

Instructor’s office hours and/or preferred contact times

**Goals of the Course**

Describe the goals you have established for the class. This should include the course objectives and learning outcomes. Include, if applicable, the goals the course is expected to meet in General Education (<http://www.jmu.edu/gened/index.shtml>), the major, minor or concentration.

**Nature of Course Content**

Provide a description of the course. Examples include:

# **Course Description**

### Include the catalog description, any prerequisites or corequisites, a course schedule and the method of instruction as applicable.

### **Assignments and Due Dates**

### Give a calendar of assignments, as appropriate, here. Include the date and time of the final exam. Indicate classes that you know in advance will be cancelled.

**Requirements and Policies**

This section should include all class requirements and policies. Examples include:

Required Texts

Include where available and whether or not alternative editions are acceptable, indicate material on reserve

Attendance

Detail the course attendance policy

Participation

Address the role class participation factors into the course and evaluation of a student’s performance.

Academic Honesty

Include a statement on plagiarism from student handbook or write your own. Here is an example of a statement written to introduce a discussion about academic honesty in the humanities.

Making references to the work of others strengthens your own work by granting you greater authority and by showing that you are part of a discussion located within an intellectual community. When you make references to the ideas of others, it is essential to provide proper attribution and citation. Failing to do so is considered academically dishonest, as is copying or paraphrasing someone else’s work. The consequences of such behavior will lead to consequences ranging from failure on an assignment to failure in the course to dismissal from the university. Because the disciplines of the Humanities value collaborative work, you will be encouraged to share ideas and to include the ideas of others in our papers. Please ask if you are in doubt about the use of a citation. Honest mistakes can always be corrected or prevented.

The JMU Honor Code is available from the Honor Council Web site: <http://www.jmu.edu/honor/code.shtml>.

If you plan to use the SafeAssign plagiarism detection tool in Blackboard, consider including the syllabus statement recommended by the Academic Integrity Task Force.

In this course one or more of your writing assignments may be submitted to the instructor through Blackboard’s SafeAssign plagiarism prevention service as approved by JMU. Your writing assignment will be checked for plagiarism against Internet sources, millions of academic journal articles, the JMU SafeAssign database and the SafeAssign Global Reference Database. SafeAssign generates an originality report for the instructor that highlights any blocks of text in your paper that match the above reference sources and allows a line-by-line comparison of potentially unoriginal text from your paper with the matching document sections in the reference sources. Each paper you submit through SafeAssign for this or any class at JMU will be added to the JMU SafeAssign database and later used only to check against other JMU paper submissions. Neither Blackboard nor JMU claim any copyright ownership of your writing submitted through SafeAssign. When you submit your paper through SafeAssign you will be given the choice of whether or not to “opt in” and permanently contribute a copy of your paper to Blackboard’s Global Reference Database. This would protect your original writing from plagiarism at other institutions. Opting in and voluntarily contributing your work to the global database is an individual student decision and not required by your instructor or JMU. For more information about SafeAssign refer to the Web site http://www.jmu.edu/academicintegrity.

Adding/Dropping Classes

Include a statement regarding the add/drop requirements for the semester. Here is a sample statement:

Students are responsible for registering for classes and for verifying their class schedules on e-campus.

The deadline for adding a fall semester class through e-campus without instructor and academic unit head signatures is Month X, 20XX. Between Month X, 20XX and Month XX, 20XX, instructor and academic unit head signatures are required to add a class for fall semester 20XX. No exceptions will be made to these deadlines.

Contacting the Instructor

Indicate how and when to contact you; indicate preferences or restrictions (e.g., no phone calls at home after 10 PM) if you have them.

Disability Accommodations

Include a statement regarding your process for accommodating students with documented disabilities. Here are two sample statements:

If you need an accommodation based on the impact of a disability, you should contact the Office of Disability Services (Wilson Hall, Room 107, [www.jmu.edu/ods](http://www.jmu.edu/ods), 540-568-6705)  if you have not previously done so. Disability Services will provide you with an Access Plan Letter that will verify your need for services and make recommendations for accommodations to be used in the classroom. Once you have presented me with this letter, you and I will sit down and review the course requirements, your disability characteristics, and your requested accommodations to develop an individualized plan, appropriate for (class number).

JMU abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which mandate reasonable accommodations be provided for students with documented disabilities. If you have a disability and may require some type of instructional and/or examination accommodations, please contact me early in the semester so that I can provide or facilitate provision of accommodations you may need. If you have not already done so, you will need to register with the Office of Disability Services, the designated office on campus to provide services for students with disabilities. The office is located in Wilson Hall, Room 107 and you may call 540-568-6705 for more information.

Inclement Weather Policies

Give JMU’s cancellation policy (<http://www.jmu.edu/JMUpolicy/1309.shtml>). Include additional information specific to the class or to your commuting situation.

**Religious Observation Accommodations**

Include a statement regarding your process for accommodating religious observations. Here is a sample statement:

All faculty are required to give reasonable and appropriate accommodations to students requesting them on grounds of religious observation. The faculty member determines what accommodations are appropriate for his/her course. Students should notify the faculty by no later than the end of the Drop-Add period the first week of the semester of potential scheduled absences and deter­mine with the instructor if mutually acceptable alternative methods exist for completing the missed classroom time, lab or activity.

**Methods of Evaluation**

Detail the way student work will be evaluated during the course. Examples include:

Tests, Mid-term and Final Exam

Indicate make-up policy and how grades will factor in final grade.

Grading

Clarify the method that will be used in calculating the final grade. Include a weighting of all activities that will be considered when calculating the final grade.

Quizzes

Indicate grading policy for quizzes (how quizzes will be graded and how grades will factor in final grade). Indicate policy on making up quizzes.

Papers

Indicate number and length of papers to be assigned. Give due dates. Indicate policy on late papers. Provide expectations for content and presentation of papers and give guidelines on how papers will be evaluated and how grades will factor in final grade. Indicate the documentation and style to be used (e.g., MLA, Chicago).