

**GUIDELINES FOR COURSE SYLLABI**  
**School of Arts and Sciences**  
**University of Richmond**

It is the responsibility of every instructor in the School of Arts and Sciences to hand out a course syllabus at the first class meeting of each and every course. This syllabus should be as accurate and descriptive as possible, explaining what will occur and what will be expected in that course. This is both good pedagogical practice and consistent with the regulations of our accreditation agency, the Southern Association of Colleges and Schools (SACS), which stipulates that

students must be provided information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed. Methods of instruction must be appropriate to the goals of each course and capabilities of students. Experimentation with methods to improve instruction must be adequately supported and critically evaluated.

As a way of documenting compliance with this regulation, all course syllabi must be on file in the relevant department office or program coordinator's file.

Among the kinds of information that should be on a course syllabi in the School of Arts and Sciences are the following:

- the name of the course;
- the instructor's name, office number, phone number, and possibly e-mail number;
- the instructor's office hours;
- the objectives of the course;
- the texts for the course;
- the pedagogical approaches to be used (lecture, discussion, group work, etc.);
- course requirements (readings, tests, reports, collaborative projects, etc.);
- other resources, references, and/or required supplies that students should know about;
- the instructor's evaluation and grading procedures;
- the instructor's attendance policy;\*
- the instructor's support of the honor code;
- any other information that might be pertinent; and
- a course outline.

In addition, any course satisfying a field of study in the general education curriculum must include the approved statement indicating how the course relates to the field of study. Instructors may wish to include the general statement describing that particular field of study. (Descriptions of all fields of study are available on-line at <http://www.richmond.edu/faculty/gened/BLUEBOOK/>.) Instructors are expected to spend time during the first class period relating the course to the field of study.

\*Instructors are encouraged to ask (on the syllabus and in the first class) that any student who foresees a conflict between class requirements and a religious holiday should discuss that conflict with the instructor within the first weeks of the course in order to develop a mutual agreement and plan regarding how this conflict will be handled.