**Name:**

**Instructor Name:**

**Course:**

**Date:**

**REFLECTION PAPER**

1. **What Is a Syllabus?**

A syllabus is a document that outlines all the essential information about a college course. It lists the topics you will study, as well as the due dates of any coursework including tests, quizzes, or exams.

Your professors will give you a syllabus for each of your college classes. Read each one carefully to learn about grading policies, professor office hours, and everything else you need to know. The four basic parts of a syllabus are:

1. **Instructor information.** Near the top of the syllabus you will find the name of your instructor, their contact information, and office hours.
2. **Reading materials and supplies**. This syllabus section lists books, online resources, and other content you will need for class. Additional tools, like a calculator or specific software, will be listed here, too. Typically there is a note about which materials are required and which are recommended.
3. **Policies.** A syllabus will outline how you will be graded, attendance requirements, and how the professor expects students to behave. This section may also include university-wide policies on academic honesty and respect, or how students with disabilities can request support.
4. **Class schedule.** The syllabus will include when assignments are due and when tests will be given. This section contains all coursework for the class, including in-class assignments, homework, essays, labs, and assessments.

Depending on which college courses you take, some syllabuses or syllabi (there are two plural terms for more than one syllabus) may be more detailed or will structure information in different ways. But each syllabus will cover at least the four topics we listed above.

1. **Why Syllabus is Important?**

Your syllabus gathers all the vital information about your class in one place. If you have questions about class schedules, due dates, or office hours, your professor will probably say “it’s on the syllabus.” When you have a question about how your class works, check your syllabus first.

Taking time to read and understand the syllabus might not sound like fun, but it can be really useful. Your syllabus will help you:

1. Meet deadlines
2. Be prepared for class
3. Understand assignments
4. Know how you will be graded
5. Manage your time
6. Stay organized
7. Connect with professors and classmates

You can print out the syllabus for each class and keep it in a binder, or just bookmark it for easy access online. That way, any time you have questions, you know exactly where to look.

1. **Why exams are important?**
2. **To evaluate and grade students.** Exams provide a controlled environment for independent work and so are often used to verify students’ learning.
3. **To motivate students to study.** Students tend to open their books more often when an evaluation is coming up. Exams can be great motivators.
4. **To add variety to student learning.** Exams are a form of learning activity. They can enable students to see the material from a different perspective. They also provide feedback that students can then use to improve their understanding.
5. **To identify weaknesses and correct them.** Exams enable both students and instructors to identify which areas of the material students do not understand. This allows students to seek help, and instructors to address areas that may need more attention, thus enabling student progression and improvement.
6. **To obtain feedback on your teaching.** You can use exams to evaluate your own teaching. Students’ performance on the exam will pinpoint areas where you should spend more time or change your current approach.
7. **To provide statistics for the course or institution.** Institutions often want information on how students are doing. How many are passing and failing, and what is the average achievement in class? Exams can provide this information.
8. **To accredit qualified students.** Certain professions demand that students demonstrate the acquisition of certain skills or knowledge. An exam can provide such proof – for example, the Uniform Final Examination (UFE) serves this purpose in accounting.
9. **What to assess in exams?**

What you want to assess should be related to your learning outcomes for the course.

1. **Knowledge or how it is used.** You can design your test questions to assess students’ knowledge or ability to apply material taught in class.
2. **Process or product.** You can test students’ reasoning skills and evaluate the process by focusing the marks and other feedback on the process they follow to arrive at a solution. Alternatively, you can evaluate the end product.
3. **The communication of ideas.** You can evaluate students’ communication skills ­their ability to express themselves - whether this is by writing a cogent argument or creating an elegant mathematical proof.
4. **Convergent thinking or divergent thinking.** You can test your students’ ability to draw a single conclusion from different inputs (convergent thinking). Or you may alternatively want them to come up with different possible answers (divergent thinking). Do you expect different answers from students, or do you expect all of them to provide the same answer?
5. **Absolute or relative standards.** Is student success defined by learning a set amount of material or demonstrating certain skills, or is student success measured by assessing the amount of progress the students make over the duration of the course?
6. **How cheating can hurt your degree?**

Students cheat on coursework in a variety of ways, from classic classroom moves like scribbling hidden notes somewhere to using technology such as smartwatches to seek out information. If a student is involved in Academic misconduct or violation of academic integrity, depending upon the recommendations of the panel, there can be following consequences:

1. University Sanctions
2. Course Sanctions
   1. Grade Penalty on the Assignment/Exam/Project with Resubmission
   2. Grade Penalty on the Assignment/Exam/Project
   3. Overall Course Grade Penalty with Drop
   4. Overall Course Grade Penalty
3. Written Reprimand
4. Conduct Probation
5. Suspension
6. Expulsion
7. Social consequences
8. Loss of intellectual property
9. Inaccurate assessment
10. Practical concerns
11. Legal consequences
12. Students' self-esteem
13. **Future goals after graduation**
14. Short Term Career Goals
    1. Create a Personal Website
    2. Build Networks
    3. Improve Your Communication Skills
    4. Productivity and Efficiency
    5. Personal Development
15. Long Term Career Goals
    1. Get a Promotion
    2. Change Careers
    3. Become Known as an Expert in Your Field
    4. Work and Life Balance
    5. Be Happy at Work
16. **Reflection of academic misconduct**
17. **Academic integrity supports learning opportunities.** Shortcut solutions like plagiarism, contract cheating, and test banks take away learning opportunities for students. When the work is not the student’s own, they aren’t putting their original thoughts on paper. Students then lose the opportunity to receive feedback that is accurate to their needs and the resulting support they may need to further their learning journey.
18. **Accurate assessment of student learning is dependent on academic integrity.** When student answers aren’t their own, it is impossible for educators to get an accurate assessment of learning and to provide feedback or make informed changes to a teaching curriculum.
19. **Respect for learning starts with academic integrity.** Academic misconduct disrespects the academic work of others and breaks down trust. Respect is a qualitative factor that has long-term consequences in life-long learning. For both students and researchers, proper attribution is critical.
20. **Academic integrity is an indicator of future workplace behavior.** According to multiple research endeavors, academic dishonesty in school leads to dishonesty in the workplace (Blankenship & Whitley 2000, Harding, et al. 2004, Lawson 2004, Nonis & Swift 2001, & Sims 1993). The academic integrity journey must be firmly established to ensure a lifetime of integrity.
21. **Scandals can affect an institution’s academic reputation and erode the value of a degree.** If students are not learning course material, then their foundation of knowledge does not reflect a thorough education– in fields like nursing, that can have serious life and death consequences. In the field of research, scandals can stain reputations and Impact Factors and end an academic career.