

William J. Maxwell College of Arts & Sciences 605 Karnoutsos Hall

The following guidelines for syllabus construction and distribution appear in the most recently published edition of the NJCU faculty handbook:

"Faculty members are responsible for preparing, maintaining, and submitting to the Dean's office copies of syllabi for courses they are teaching. Syllabi should be distributed the first week of class. In general, each syllabus should conform to the University standard as outlined below:

Title of Course
Instructor's Name, Office Hours, and Contact Information
Catalog Description of the Course
Goals and Objectives of the Course
Course Requirements (aligned with national standards when applicable)
List of Required Texts
List of Assignments and Due Dates
Evaluation Procedures and Scoring Rubrics
Attendance Policy
Bibliography

See <u>NJCU Faculty Handbook</u>, pages 96-97. Handbook is available at http://web.njcu.edu/dept/academicaffairs/Uploads/njcu\_faculty\_handbook.p df

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