

Suggested Guidelines for elements to be included in syllabi:

1. Course Title, Course Number, Credits, Prerequisites or Co-requisites
2. Contact Information and Office Hours for Instructor
3. Course Description from Catalog
4. Purpose of the Course
5. Goals & Objectives for the Course
6. Required Texts & Suggested Texts (i.e., bibliography of recommended readings, reference materials, & additional resources)
7. Student Learning Outcomes/Evaluations
 - a. List and description of assignments
 - b. Grading policy, which should include: Rubrics or scoring guides; Late work policy; and Resubmission of work policy
 - c. Attendance & Punctuality policy
8. Expectations for:
 - a. Classroom demeanor
 - b. Email response timeframe
 - c. Return of graded assignments—process & timeframe
9. Course Calendar/Assignment Schedule—including a statement indicating the syllabus and/or calendar may be revised with notification to students as deemed necessary by instructor.
10. NJCU Academic Integrity Policy—(available at the Senate website at: http://www.njcu.edu/uploadedFiles/About_NJCU/Governance_and_Organization/University_Senate/Policies/Academic%20INTEGRITY%20POLICY%20FINAL%202-04.pdf)
11. Turn-It-In.com Statement (e.g. Students agree that by taking this course all assignments are subject to submission for textual similarity review to Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site. For further information about Turnitin, please visit: <http://www.turnitin.com>.)

12. If you are a student with a disability and wish to receive consideration for reasonable accommodations, please register with the *Office of Specialized Services and Supplemental Instruction (OSS/SI)*. To begin this process, complete the registration form available on the *OSS/SI* website at http://www.njcu.edu/Specialized_Services.aspx (listed under Student Resources-Forms). Contact *OSS/SI* at 201-200-2091 or visit the office in Karnoutsos Hall, Room 102 for additional information.