Framingham State University

Partnership in Educational Professionalism (PEP) Syllabus Checklist

The Graduate Education Council reviews all graduate course proposals for academic rigor and quality. The Council expects professional, clear, well-written details for each of the following categories.

☐ Course Information
- o Course title
- o Number of credits requested
- o Meeting dates and times
- o Format Online, Face to Face or Hybrid
- o Instructor information (name, telephone number, email)
- o Include the relevant statement on the credit hour being given:

☐ **One Graduate Credit:** *One Semester Hour of Graduate Credit = 45 contact hours. Therefore, students enrolled in a one semester hour credit graduate course should expect about 45 contact hours of work in total.*

☐ **Two Graduate Credits:** *One Semester Hour of Graduate Credit = 45 contact hours. Therefore, students enrolled in a two semester hour credit graduate course should expect about 70 contact hours of work in total.*

☐ ***Three Graduate Credits:*** *One Semester Hour of Graduate Credit = 45 contact hours. Therefore, students enrolled in a three semester hour credit graduate course should expect about 135 contact hours of work in total.*

☐ Course Description
- o **Provides paragraph narrative overview. This should begin with "This course is… and then state the purpose of the course and what the participant will learn. The description should be written in present tense. Background information is not required.**
- o List prerequisites (if any)

☐ Course Objectives/outcomes
- o Clearly states learning outcomes in measurable terms
- o Characterizes the outcomes in unambiguous terms, using active verbs
- o Lists at least five outcomes
- o Begin with "On successful completion of this course participants will be able to…"

☐ **Massachusetts Curriculum Framework**
- o Includes specific references to current Massachusetts frameworks outcomes
- o If there are no relevant framework, list any relevance to other professional organizations

☐ Course Expectations
- o Describes policy for late assignments
- o Makes explicit the policy regarding attendance with expectations and consequences

- Course content/outline
    - Lists chronologically the topics to be covered
    - Provides reading assignments with dates, text(s), and page numbers
    - Lists homework assignments in detail
    - Provides deadlines for projects/assignments
- Course texts and materials
    - List all required texts and supplemental reading with full bibliographic citations
    - Includes all online resource materials including URLs
    - Includes information about FSU library availability for research
- Course requirements
    - Description of assignments in as much detail as possible, including length, citation, and focus requirements
    - Includes purpose for each assignment
    - Provide grading rubric for assignment assessment
- Grading Criteria
    - Describe in detail the weight that will be given to each course requirement in percentages
    - Participation should be no more than 10% of grade
    - Attendance should not be included as part of grade
    - Include Letter Grade and percentage points for each grade
- Academic Honesty Policy
- ADA Policy
- Library Access