Framingham State University
DGCE Course Syllabus Guidelines

**COURSE SYLLABUS:** The course syllabus represents a “contract” between the student and teacher; it must be submitted to the DGCE office prior to the first class meeting. The syllabus informs students about the course requirements, content, goals, and objectives of the course; instructor expectations of students (e.g., attendance, participation, etc.); and the specific criteria upon which grades will be based. Syllabi for dual enrolled courses should make clear the different course requirements, texts, materials, and grading criteria for undergraduate students and graduate students enrolled in the course. The course syllabus should include the following:

- **Course Information** – Course number and title; current semester; meeting days, times and classroom; instructor’s name, telephone number(s) and e-mail; instructor’s office hours and meeting place for office hours.

- **Course Description** – Use the current description in this semester’s online course catalog.

For graduate courses, see:

For undergraduate courses, see:
https://www.framingham.edu/academics/catalogs/

The course description in the syllabus should mirror the description in the catalog verbatim. Additional descriptions of what individual instructors choose to add or descriptions of methodology should be included elsewhere. Some instructors include more information about the meeting experience in their Course Objectives.

- **Course Objectives** – Clearly state the learning outcomes students will gain upon successful completion of the course.

If you are teaching a graduate level education course with an education prefix of (i.e., ECED, EDLE, EDUC, INST, LTRC, PBTL, SPED) your syllabus must address pedagogical knowledge and skills as referenced in the MA Professional Standards for Teachers (PST). Include current references or resources that support the content and objectives of the course. Please review the standards at the MA Department of Elementary and Secondary Education website, http://www.doe.mass.edu/lawsregs/603CMR7.html?section=08, and indicate how the course connects with the PST. (This does not apply to faculty teaching in the International Education Program.)

If you are teaching a graduate level course that fulfills MA Subject Matter Knowledge (SMK) requirements (i.e., Art, English, ESL, History, Instructional Technology, Literacy & Language, Math, Spanish, Special Education), your syllabus
must show linkages to the Subject Matter Knowledge (SMK) in your area. Include current references or resources that support the content and objectives of the course. Please review the SMK at the MA Department of Elementary and Secondary Education website at http://www.doe.mass.edu/lawsregs/603CMR7.html?section=06. (This does not apply to faculty teaching in the International Education Program.)

If you are teaching a course (undergraduate or graduate) that involves field experience, provide a detailed description of the requirements related to the experience, including time requirements at the site, assignments to be completed, and documentation of how the field experience and assignments connect to the MA PSA and SMK.

- Course Requirements – Descriptions of papers, projects, exams, assignments, and any other requirements to successfully complete the course. If you are teaching a dual level course that enrolls both undergraduate and graduate students, indicate the extra and/or different requirements for graduate students.

- Course Texts and Materials – Required course text(s) with full bibliographic citation(s) and ISBN numbers. Include here other readings required or suggested for the course.

- Grading Criteria – Include your criteria for assessing students’ grades. What weight will be given to each assignment, exam, paper, presentation, etc? If you are teaching a dual level course, indicate the standards for grading at both the undergraduate and graduate level.

- Course Expectations – Clearly state your policy regarding attendance and absences, class participation, missed exams, assignment due dates, etc.

- Out-of-Class Work Time - An important component of the federal definition of “credit hour” is that for every one hour of classroom or direct faculty instruction, there is a minimum of two hours of out-of-class student work each week. Since we may be asked by our national accreditors how we measure this, I suggest that you quantify the time an assignment is expected to take on your syllabus. For example, you might determine that a successful 20-page research paper requires a minimum of 60 hours (including the time researching, reading, and writing).

- Course Content/Outline – Weekly schedule of the topics that will be covered and all assignments due for that week.

- Academic Honesty Policy—Please include a statement about academic honesty in your syllabus. You can refer to the academic honesty policy in the Undergraduate Catalog under the Student Conduct section https://www.framingham.edu/student-life/student-affairs/policies-and-procedures/academic-honesty-policy/index or page 7 in the Graduate Catalog at https://www.framingham.edu/Assets/uploads/academics/catalogs/_documents/graduate-catalogs/2015-2016-graduate-catalog/graduate-catalog-2015-2016.pdf

- Accommodation Statement for Special Needs Students – Please include the following statement on your course syllabus:
“Framingham State University offers equal opportunities to all qualified students, including those with disabilities and impairments. The University is committed to making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. Academic Support serves students with learning and psychiatric disabilities as well as students with visual, mobility and hearing impairments. For further information about this, please visit the website at https://www.framingham.edu/academics/center-for-academic-success-and-advising/ or contact Ms. LaDonna Bridges, Director of Academic Support/Disability Services, in the Center for Academic Support and Advising (CASA) at 508-626-4906 or lbridges@framingham.edu.”

- U.S. Copyright Law - For all courses that use Blackboard, please include the following statement on your syllabus:

  “This course website may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor who knows which materials are copyrighted and which are not.”