



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
 - Course title
 - Number of credits requested
 - Meeting dates and times
 - Instructor information (name, telephone number, email)
 - 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:**
- Credit Hours:** *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
 - Provides paragraph narrative overview
 - List prerequisites (if any)
 - Written in present tense
 - Begin with "This course is..."
- Course Objectives/outcomes
 - Clearly states learning outcomes in measurable terms
 - Characterizes the outcomes in unambiguous terms, using active verbs
 - Lists at least five outcomes
 - Includes specific references to current Massachusetts frameworks outcomes
 - Begin with "On successful completion of this course participants will be able to..."
- Course Expectations
 - Describes policy for late assignments
 - 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 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
- Academic Honesty Policy
- ADA Policy
- Library Access