Develop a Syllabus

WHAT A SYLLABUS SHOULD CONTAIN:

Course Description, clearly stated:
The published online description of the class.

Course Goals
Clearly indicate the goals for the course. What the broad aims and anticipated outcomes will be.

Course Schedule
Describe the lecture/demonstration/discussion/critique topics to be covered week by week with out-of-class assignments in writing. Include all due dates for studio, reading and writing assignments. Include due dates in the schedule as well as a separate list clearly indicating the assignment, what is required, and the date it is due to be presented to the class or to the instructor.

Requirements and Expectations – Learning Outcomes
Outline the work and projects that will be required of the class. What are the learning outcomes, the take away skill sets and or experiences that a student can expect.

Assessment
Clearly indicate your expectations of the student to successfully complete the course, explaining each requirement and method of assessment. Be clear about how a grade will be determined and what projects and activities will be considered within the assessment. The following may weigh into your criteria: class participation, participation in critiques, and/or successful completion of all assignments.

For sample syllabi, see: http://blogs.saic.edu/sophseminar/

Course Progress Reports (CPRs)
Course Progress Reports allow instructors to alert both a student and the Office of Student Affairs/Academic Advising that his/her progress in the course may be compromised due to attendance or performance or other reasons. Instructors should submit CPRs online accessed through the Portal. For instructions on how to use CPRs, please visit http://www.saic.edu/webspaces/portal/advising/cpr_faculty_guide.pdf. You can also access CPRs on Self-Service accessed through the SAIC Portal.

Faculty may submit a CPR at any time in a semester and as often as necessary. CPRs are an important tool for academic advisors, who review them weekly, to identify and provide outreach and advising to students who are demonstrating unsatisfactory academic progress or other concerning behavior.
If there is any student about whom you are particularly worried, and especially in the case of an emergency, please contact Office of Student Affairs/Academic Advising directly at 312.629.6800 or Campus Security at 312.899.5093.

**STUDENT ATTENDANCE: FACULTY STATE THEIR ATTENDANCE POLICY IN WRITING ON SYLLABUS**
Faculty requirements for student attendance should be clearly stated on your syllabus and presented at the beginning of each semester. SAIC policy states that students are expected to attend all classes regularly and on time. The Undergraduate Division requires that faculty members keep accurate attendance records and call for attendance at all classes.

Students should miss class only with reasonable cause. If a student needs to miss class with reasonable cause, it is the student’s responsibility to contact the instructor to receive instruction for how to make up for the missed class. It is the instructor’s responsibility to give this information to the student. Missing class for other than a reasonable cause may jeopardize the student’s academic standing in the class.

*Student Attendance: Statement to be used on syllabus*
If a student misses MORE than three classes, whether or not for a reasonable cause, s/he will fail the class, if s/he does not withdraw from the class prior to the deadline for withdrawal with a grade of “W.” Deadline for withdrawal: March 27, 2013. If a student attends FEWER than three classes his/her financial aid, merit scholarship, academic standing, and/or immigration status will be compromised, regardless of an individual faculty member’s modifications of these recommendations.

Reasonable cause to miss a class might include:
- Illness or hospitalization (the student should contact Health Services, who will relay information to the faculty in whose class the student is enrolled. To contact Health Services, call 312.499.4288. Regular Health Services hours are 9:00 a.m.–5:00 p.m.)
- Observation of a religious holiday
- Family illness or death

*Plagiarism*
The School of the Art Institute of Chicago prohibits “dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the School” (Students’ Rights and Responsibilities, Student Handbook). Plagiarism is a form of intellectual theft. One plagiarizes when one presents another’s work as one’s own, even if one does not intend to.

The penalty for plagiarizing may also result in some loss of some types of financial aid (for example, a No Credit in a course can lead to a loss of the Presidential Scholarship), and repeat offenses can lead to expulsion from the School. To find out more about plagiarism and how to avoid it, you can (1) go to SAIC.edu/faculty and select Flaxman Library under Online Tools; choose For Faculty under Learn More, then click on the Plagiarism link under More Services; or (2) read about it in the Student Handbook (page 85) under the section “Academic Misconduct.”

The procedures for academic misconduct/plagiarism are described in the 2013–2014 Student Handbook on page 85. In summary, if a student is suspected of academic misconduct/plagiarism the faculty member should:
- Review the allegation and discuss it with the student.
• Assign a grade for the project/paper/class as appropriate and inform the student of this in writing.
• Refer the student to the Student Handbook for detailed information about their rights and responsibilities.
• Inform the Department Chair and the Assistant Dean of Student Affairs for Academic Advising in writing (Paul C Jackson, pjacks2@artic.edu).

Please download a guide - and share it with your students - on how to recognize and avoid plagiarism here: http://www.artic.edu/webspaces/portal/library/plagiarism_packet.pdf

Accommodations

Accommodations for Students with Disabilities
SAIC is committed to full compliance with all laws regarding equal opportunities for students with disabilities. Students with known or suspected disabilities, such as a Reading/Writing Disorder, ADD/ADHD, and/or a mental health or chronic physical condition who think they would benefit from assistance or accommodations should first contact the Disability and Learning Resource Center (DLRC) by phone at 312.499.4278 or email at dlrc@saic.edu. More information is available here.

DLRC staff will review your disability documentation and work with you to determine reasonable accommodations. They will then provide you with a letter outlining the approved accommodations for you to deliver to all of your instructors. This letter must be presented before any accommodations will be implemented. You should contact the DLRC as early in the semester as possible. The DLRC is located on the 13th floor of 116 S Michigan Ave. Regular DLRC hours are Monday–Friday, 9:00 a.m.–5:00 p.m.

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