



UNITED ARAB EMIRATES UNIVERSITY

Section: ACA-PRO

Policy Number: 10

Date Approved: 10 May 2006

Chancellor Decree Number: 40/2006

Effective Date: 1 June 2006

Date Last Revised: 10 May 2006

Responsible Office: Associate Provost for Academic Affairs

Course Syllabi

I. Purpose

The United Arab Emirates University places students at the focus of its instruction. This requires that, among other matters, students be provided written information about the objectives, intended learning outcomes and requirements of each course as well as the nature of course content and the methods of evaluation to be employed.

II. Definitions

Syllabus:

A syllabus is a summary outline of a unit of instruction. It is a communication from the faculty to students announcing the nature of the instruction, methods of evaluation (grading) to be employed, the aims and requirements of the instructional unit.

Master Syllabus:

A master syllabus is a generic syllabus of a course prepared by the faculty responsible for the course to guide the instruction of all faculty members who will eventually teach sections of that course.

Class Syllabus:

A class syllabus is the syllabus of a specific section of the course as offered by a particular faculty member. A class syllabus, in addition to the information provided in the master syllabus, will include information specific to the instructor and students of this offering of the course.

III. Elements of Master Syllabi

A master syllabus should be available for each course in the approved course inventory of the University. It should be approved by the academic department or program that offers the course. A copy of the master syllabus should be sent to the Associate Provost for Academic Affairs and will be maintained in the files of this office. Elements of a master syllabus include:

- a. Course title and number as they appear on the course application.
- b. Course description as it appears on the course application.
- c. Language of instruction of the course.
- d. Prerequisites, co-requisites, and cross-listings for the course.
- e. Course objectives and expected learning outcomes for students completing the course.
- f. Topical outline of the course.
- g. A statement as to academic honesty expected of students in the course, and behaviors characteristic of the course which could lead to academic dishonesty. (Academic honesty implies that a student will work independently of other students of the course in preparing reports and term papers, will appropriately credit to the author or source all content of submitted work which is the property of someone else, and will refuse to plagiarize any other work in anything submitted to the instructor for grading).
- h. A comment on possible modification of the syllabus during presentation of a course, such as:

The Course syllabus is a general plan for the course: deviations announced to the class by the instructor may be necessary.

IV. Elements of Class Syllabi:

Faculty members are responsible for providing to each student in their classes a copy of the class syllabus during the first week of the semester, preferably in the first class period if possible. Department Chairs or Program Coordinators have final approval of the class syllabus and may authorize an instructor to modify the class syllabus provided (i) expected learning outcomes are not modified from the master syllabus and (ii) all required elements of a course syllabus are included in the modified class syllabus. Elements of a class syllabus shall include, in addition to items (a) through (h) listed above for the master syllabus, the following:

- a. Section number and its meeting schedule (time and place of lecture, laboratory, etc.)
- b. Principal course assignments (such as required reading, papers to be submitted, other course activities and the week in the course in which these assignments are expected to be completed and submitted to the instructor.
- c. Course requirements which will determine the course grade of the student. These may include written and oral tests and reports, research papers, performances or similar requirements, participation requirements, and all other elements determining course grades.
- d. Grading policy for the course. How the final grade will be determined with respect to course weights or course points assigned to various course requirements.
- e. The weight in course points or percentages if attendance is to be weighed for the final grade.
- f. Required course materials, including texts.
- g. Policy for make-up of examinations, which should not conflict with University or College guidelines.

In addition to the above elements of a course syllabus, the instructor should add for each section taught: Instructor name, instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).

V. Student Access to Previous Course Syllabi

Programs and Departments will make readily available for inspection by students who may wish to enroll in the course in the future, the class syllabus of the most recent offering of each course under each instructor who presents the course.

Students with disabilities who require reasonable accommodations in order to participate in course activities or meet course requirements should contact the instructor or the instructor's designate during regular office hours or by appointment.

VI. Related Policies

VII. Revision History

Date	Revision