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| MUN_Logo_bw  Faculty of Humanities and Social Sciences | **Syllabus Development Resource**  Faculty of Humanities and Social Sciences  Last updated: August 2023 |

*A course syllabus must be made available to students by the end of the first week of lectures (by end of second week for per course instructors). Course syllabi must be submitted for the files of the appropriate academic unit prior to the end of the first week of classes (see Calendar, General Academic Regulations 6.7.2.4). While the format of syllabi may vary between disciplines and instructors, Memorial University and the Faculty of Humanities and Social Sciences require that certain information be included. For greater clarity about instructor duties and responsibilities, refer to the relevant sections of the Calendar (particularly “General Academic Regulations, Undergraduate,* [*Evaluation of Student Work*](https://www.mun.ca/university-calendar/university-regulations-undergraduate/6/7/)*” and, for HSS’s regulations, “*[*Course Syllabus*](https://www.mun.ca/university-calendar/st-johns-campus/faculty-of-humanities-and-social-sciences/5/1/)*”) and applicable collective agreements for MUNFA (particularly “Duties and Responsibilities of Faculty Members”) or LUMUN (particularly “Duties and Responsibilities”).* ***Information in those documents as well as subsequent items approved by formal bodies of the University prevails over information provided here.***

**COURSE INFORMATION**

# Course Title, Number and Description *(required in all syllabi)*

The four-letter subject code, course number, and course title as these appear in the University Calendar must be prominently displayed. Any required prerequisites or co-requisites must be identified. A brief description of the course’s principal topic(s) must also be provided and this description must be consistent with the course’s formal Calendar description. The syllabus for a course designated as Critical Reading and Writing (CRW), International Studies (IS), Language Study (LS) or Quantitative Reasoning (QR) must follow the applicable guidelines available on the Faculty of Humanities and Social Sciences website.

# Course Objectives *(recommended, but not required)*

Instructors are encouraged to clearly outline what the primary and secondary objectives of the course are. What should students expect to emerge from the course knowing and/or understanding, and what tangible and/or intangible skills or modes of approaching issues should they have learned, practiced, or improved upon? Providing a specific list of objectives aids students in developing and maintaining critical and intellectual focus with the course material, and provides a method to assess the course at the end of term.

**Course Expectations** *(recommended, but not required)*

Students should realize that the course instructor has expectations of *them*. Instructors may use this section of the syllabus to emphasize that regular attendance, attentiveness, timely submission of assignments, and respectful and courteous behaviour (though this is by no means an exhaustive list) are the best ways for students to optimize their academic experience. Expectations around acceptable use (if permitted at all) of generative AI tools could be included here.

**Generative AI** *(recommended, but not required)*

Instructors are encouraged to clearly articulate how uses and abuses of generative AI tools, are likely to enhance or undermine development of critical thinking, reading, writing, etc. One strategy here might be to point to contexts in daily life where such skills are regularly needed and to the course as an opportunity to develop those skills independent of AI.

# Instructor Information *(required in all syllabi)*

Instructors are required to provide their name and contact information prominently on the syllabus, including Memorial University @mun.ca email address or D2L information, office room number (if assigned), and departmental phone number (if assigned).

# Office Hours for Students *(required in all syllabi)*

Course instructors must be available to consult with students for at least 2 hours per week per course, to a maximum of 5 hours per week. The times must be made known to students in writing.

If a course is delivered on campus by an Academic Staff Member that individual must be available to meet with students on campus. With prior permission of the academic unit Head, a contractual instructor may make alternate arrangements to be available to students. If a course is not delivered on campus, the consultation time need not occur on campus. The instructor must nevertheless be available to consult with students at scheduled times, by phone or an online platform such as Webex. Instructors are encouraged to also offer to meet with students by appointment, when a student has other commitments during the instructor’s set office hours.

# Required Readings to be Purchased *(required in all syllabi)*

The syllabus must identify any required books or other resources which must be purchased. Normally this should involve the provision of a list of required readings and where and how they can be obtained (e.g., for purchase at the university bookstore, found online, etc.). It must be clear in the provisional schedule by what dates a student is expected to complete required common readings and, if applicable, additional required readings.

# Method of Evaluation *(required in all syllabi)*

Methods of evaluation vary widely. In the Faculty of Humanities and Social Sciences, a course syllabus must provide a brief description of all required assignments and testing.

Students must be provided with provisional due dates for assignments and method of grade evaluation. They must be informed of:

1. the allocation of marks for all parts of the evaluation, e.g., assignments, laboratory projects, presentations, tests, mid-term examinations, final examinations;
2. the evaluation method for assessing participation in on-line courses
3. the approximate dates of all parts of the method of evaluation that will take place in class, e.g., tests, mid-term examinations, presentations, and assignments;
4. the dates on which all parts of the evaluation to be completed out of class are due; and
5. whether deferred tests or mid-term examinations, or extensions of deadlines for out-of-class work are permitted (some departments have standard policies on this point; instructors should consult with their department heads to be certain).

Students must receive 20% of the course grade before the final day to drop courses without academic prejudice. From the University Calendar (6.7.6): “Provided that students submit work by the due date outlined in the method of evaluation, instructors shall mark and return work that is worth a total of at least 20% of the final grade before the last day to drop courses without academic prejudice. This excludes practicums, placements, internships, theses, and courses where a single piece of work is used to determine the entire mark for the course.”

No form of evaluation may take place or be due during the last two weeks of lectures. The only exceptions are: oral exams and presentations, laboratory exams and reports, grading on participation, and take-home work which was made known to students before the final two weeks of lectures are permitted during this time (*see* Calendar, 6.7.3.4).

A course syllabus may not include attendance regulations unless approved by Senate and the course’s entry in the Calendar includes the statement “attendance required.” However, participation marks may be included in the evaluation scheme.

**Provisional Schedule** *(required in all syllabi; suggestion provided)*

Syllabi must contain a provisional schedule outlining themes and/or topics to be covered throughout the semester. This must include a tentative timeline of required reading that makes it reasonably clear for students by what date(s) the assigned reading is expected to be completed. A possible example of how to organize a course outline is provided below, though instructors may use different ways to organize this information.

| **DATES & TOPIC** | **CLASS CONTENT, REQUIRED READING & EVALUATION** |
| --- | --- |
| Week 1  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 2  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 3  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 4  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 5  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 6  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 7  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 8  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 9  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 10  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 11  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 12  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |
| Week 13  **[insert theme of week]** | [insert summary of what will be covered in class meetings this week; what reading is expected to be completed; and perhaps identify any key evaluation dates this week] |

**POLICIES**

**Academic Advice** *(recommended, but not required)*

Course instructors are expected to be available to answer student questions about the course. In addition, ASMs are responsible for a reasonable, fair and equitable share of academic advising and consulting with students. A suggested sentence for inclusion is: “I would be happy to answer questions about this course and related matters. If you need information about your program requirements and course selections, you might begin by consulting the Humanities and Social Sciences section of the University Calendar (<https://www.mun.ca/university-calendar/>). I can also put you in touch with an academic advisor.”

The following does not necessarily need to appear in a course syllabus but it is useful information for all course instructors who are faced with referring students for academic advice. Generally speaking, first year students (below 30 credit hours), undeclared students and those transitioning between programs should contact the Academic Advising Centre (<https://www.mun.ca/regoff/academic-advice/>). Students who have declared a program in the Humanities and Social Sciences, particularly those who have completed 30 to 60 credit hours and/or obtained a degree audit report, should contact advisors in the Office of the Dean (<https://www.mun.ca/hss/student-resources/academic-advice/>). Students who have completed 60+ credit hours should contact the Office of the Registrar, including for a degree audit (<https://www.mun.ca/regoff/academic-advice/undergraduate-students/>). More complex matters involving a discipline’s Honours, Major or Minor program are normally handled by a degree program’s Undergraduate Program Director or department Head, whilst specific questions about a diploma or certificate program should be directed to the Program Director.

**Academic Misconduct and Plagiarism** *(required in all syllabi; suggestion provided)*

All course syllabi must include “a statement regarding academic integrity, including a reference to the entry on Academic Misconduct” that is found in the University Calendar. It is strongly recommended that instructors direct students to section 6.12.4 of the University Calendar on Academic Misconduct (<https://www.mun.ca/university-calendar/university-regulations-undergraduate/6/12/>). An instructor may wish to offer their own definition of plagiarism, but it is further recommended that they include the following passage from the Calendar in their syllabus (with parenthetical insertions on generative AI tools such as Chat GPT):

Plagiarism is the act of presenting the ideas or work(s) of another person (or of any generative AI tool) as one’s own. This applies to all material such as essays, laboratory assignments, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, research results, and theses. The properly acknowledged use of sources (including generative AI tools) is an accepted and important part of scholarship. Use of such material without acknowledgment is contrary to accepted norms of academic behaviour. Information regarding acceptable writing practices is available through the Writing Centre at [www.mun.ca/writingcentre](http://www.mun.ca/writingcentre).

## Accommodation of Students with Special Needs *(required in all syllabi; suggestion provided)*

The University Calendar states that all course syllabi must include a statement of Memorial University of Newfoundland’s commitment to accommodation of students with disabilities. A suggested statement is as follows: Memorial University is committed to facilitating and promoting an accessible, inclusive, and mutually respectful learning environment. Students requiring special accommodation are asked to communicate firstly with the Accessibility Services (Blundon Centre) (<https://www.mun.ca/student/about-us/units-and-contacts/accessibility-services---the-blundon-centre/>) at the earliest opportunity. University policies and procedures pertaining to accommodations for students with disabilities can be found at <https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=323>.

**Land Acknowledgment** *(recommended, but not required)*

We acknowledge that the lands on which Memorial University’s campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi’kmaq, Innu, and Inuit of this province.

Additional information on territory acknowledgments can be found at: <https://www.mun.ca/indigenous/resources/territory-acknowledgement/>

**Class Cancellations** *(recommended, but not required)*

Instructors are strongly encouraged to inform students about the procedure to be followed in the event of a class cancellation, including in the event of inclement weather. Instructors may also wish to identify a related policy with respect to the rescheduling of tests and the submission of assignments.

Instructors with on-line based courses are encouraged to provide a policy with regards to submission of assignments to be followed in the event of a closure of Memorial University.

**Classroom and Online Etiquette** *(recommended, but not required)*

It is recommended that instructors inform students of acceptable parameters of classroom and online behaviour, which include issues of lateness, appropriate forms of address in emails, treatment of fellow students, what qualifies as acceptable argumentation versus hostility or aggression, and an emphasis on the classroom as a safe space for intellectual discussion. Instructors are especially encouraged to establish a class policy regarding the use of social media and texting. It is the responsibility of the instructor to inform students that personal electronic devices shall not be used in a manner that disrupts teaching. Instructors should also inform students of acceptable participation etiquette during on-line course discussions.

## Conduct of Examinations *(recommended, but not required)*

Memorial University provides formal instructions regarding the conduct of in-term and final examinations (Calendar 6.8), and some instructors choose to include this on their syllabi. If teaching an on-line course please indicate to students how these steps will be applied. For all examinations, students must be registered in the course; are permitted only to bring pens, pencils and, if permitted, other items for the examination; are not allowed to use communication devices; and may not speak to each other unless part of the examination process. For examinations in central locations (e.g., a gymnasium), students: may not enter the room until invited by the invigilator; must place their Memorial photo identification cards on the upper right hand corner of the desk until verified by the invigilator – those unable to produce this ID upon request will not be permitted to write the examination; must not normally leave the room during the first 30 minutes or the last 15 minutes; may not normally be admitted after the first 30 minutes; and should wear only scent-free products. A student leaving any examination room unescorted will not be permitted to return. A list of instructions is available online at [www.mun.ca/regoff/completing/finalexams.php](http://www.mun.ca/regoff/completing/finalexams.php) and <https://www.mun.ca/regoff/registration-and-final-exams/final-exams/writing-your-exam/>.

**Email Policy** *(recommended, but not required)*

Instructors are encouraged to provide a clear and specific email policy. Instructors should indicate their preferred method of communication to student’s whether it be the @mun.ca email or the D2L email. A given instructor may choose to answer messages from students immediately; otherwise, students might be informed that they should not expect instant answers, and that questions sent after business hours or shortly before due dates for assignments (especially if the matter is covered in the syllabus) might not receive a response. It is also recommended that the instructor remind students that they should check their MUN e-mail regularly, as that is the easiest means for the instructor to contact the class as a group.

## Equity Policy *(recommended, but not required)*

In addition to classroom etiquette, some instructors choose to underline the expectation of collegial dialogue with other students, whatever their background.

**Grading** *(recommended, but not required)*

An instructor may wish to include the “Description of Letter Grades” content from the University Calendar explaining that "A" (80-100%) indicates excellent performance; a "B" (65-79%) indicates good performance; a "C" (55-64%) indicates satisfactory performance; a "D" (50-54%) indicates minimally acceptable performance; and an "F" (below 50%) indicates failing performance.

## Missed Testing and Late Policies *(required in all syllabi)*

The syllabus must clearly state the course policy on penalties for late assignments and on required documentation for excused absences. Information from section 6.7.5 of the General Academic Regulations (Undergraduate) in the University Calendar appears below. Alternatively, a course syllabus may simply direct students to <https://www.mun.ca/university-calendar/university-regulations-undergraduate/6/7/#REGS-0615>.

*Absences of Fewer Than Five Days*

A student who is prevented from completing part of the course evaluation due to illness or medical condition(s) of less than 5 calendar days’ duration may apply for an alternate evaluation of a similar nature. This requires declaring to the relevant instructor that the student has experienced such an illness or medical condition. The declaration should be made via telephone or in writing through the student’s @mun.ca e-mail account. The declaration should be made in advance of the original date on which an in-class part of the evaluation is to be held or a take-home part of the evaluation is due, wherever possible, but no later than 48 hours after the original date of the part of the evaluation. If the declaration is made by telephone, written confirmation must then be received by the relevant instructor within 7 calendar days of the original date of the part of the evaluation.

*Absences of Five Days or More*

A student who is prevented from completing a part of the evaluation by illness of at least 5 calendar days’ duration, bereavement or other acceptable cause, duly authenticated in writing, may apply for an alternate evaluation, normally of a similar nature. This application should be made in advance of the original date on which an in-class part of the evaluation is to be held or a take-home part of the evaluation is due, wherever possible, but no later than 48 hours after the original date of the part of the evaluation. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit within 7 calendar days of the original date of the part of the evaluation. The following supporting documentation is required:

* For illness or medical conditions, medical documentation from a health professional is required. Students should provide the health professional with a copy of the Student Medical Certificate ([www.mun.ca/regoff/forms.php](https://www.mun.ca/regoff/forms.php).)
* For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g., death certificate, letter from employer, etc.) are required.

## Recording Devices in Classrooms *(recommended, but not required)*

Some instructors restrict the use of visual and/or audio recording in their classroom, provided that this does not supersede the duty to accommodate students with special needs. If one does so, one may wish to include that information on the syllabus.

**University Policies and Support** *(recommended, but not required)*

It is recommended that syllabi include a list of support services existing on campus designed to support students in a variety of ways. They include:

* The Commons (QEII library) provides access to print, electronic and technology resources.
* The Counselling Centre (UC5000; <https://www.mun.ca/studentwellness/supports-services-and-resources/counselling-services/>) helps students develop their personal capabilities, ranging from study strategies to assisting distressed students.
* The Accessibility Services (Blundon Centre, UC4000; <https://www.mun.ca/student/about-us/units-and-contacts/accessibility-services---the-blundon-centre/>) serves students whose disabilities involve conditions affecting mobility, vision, hearing, learning (disabilities), chronic illness, or mental health; support is also provided to students with documented temporary illnesses and injuries.
* Student Life (ASK, UC3005; <https://www.mun.ca/student/new-students/ask-here/>) answers questions about such things as courses, housing, books, financial matters and health.
* The Writing Centre (SN-2053; <https://www.mun.ca/writingcentre/>) is a free, drop-in facility for students and helps them become better writers and critical thinkers.
* The Sexual Harassment Office provides a safe, anonymous opportunity for members of the University community to report sexual harassment and sexual assault by other members of the community (Earth Sciences 6038; <https://www.mun.ca/sexualharassment/>).