

**FITCHBURG STATE UNIVERSITY**  
**Graduate Courses**  
**Syllabus Guidelines/Course Information**

Prior to the end of the first week of the semester, the instructor will distribute to each student in each course and section a written and dated course syllabus, which must contain at least the following information:

1. The instructor's name, department/program, course number and title, credit hours, semester/days/time of class, office location, office hours, email address and telephone number.
2. Official course description.
3. Course goals and learning objectives.
4. The instructor's attendance policy for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
5. A list of texts and/or additional resources such as software for the course, indicating which are required and which are optional.
6. The course requirements for assessment, such as papers, projects, and examinations (with due dates if possible).
7. A statement on the nature of the final exam (e.g. exam, project report)
8. A list of topics to be covered and the activities expected from the students.
9. The method by which a student's final grade in the course will be determined.
10. The instructor's policy on work handed in late, makeup examinations, and the like.
11. Any special rules, regulations, or procedures of the course.
12. A statement indicating each student is responsible for completing all course requirements and for keeping up with all activities of the course (whether a student is present or not).
13. A statement regarding the University Academic Integrity policy.
14. A statement regarding the University Disability policy.

**Rationale**

NEASC and secondary accrediting bodies (e.g., International Assembly for Collegiate Business Education, Commission on Collegiate Nursing Education, National Council for Accreditation of Teacher Education, Accreditation Board for Engineering and Technology, Council for Standards in Human Service Education), are focusing and requiring significant commitment to assessment of all aspects of college academic programming. Fitchburg State University has identified academic program planning and assessment as priorities of the Strategic Plan and has devoted resources at the academic department and administrative level to develop academic plans that include comprehensive assessment systems. Assessment of academic programs and courses at all levels cannot proceed without first identifying suitable goals, defined as broad statements of program and course purposes, as well as measurable objectives/outcomes. The guidelines will also serve as another attempt on the part of the college community to improve academic quality.