

College of Education and Human Sciences
Syllabus Recommendations (ver. 3/1/2022)

Course instructors must provide students with a written syllabus at the beginning of each semester. The following is recommended to be included in all CEHS course syllabi. Check with your department for additional requirements and/or recommendations.

√	Components	Suggestions/Notes
Instructor Information		
	Instructor name*	
	Contact information*	Include office location, Zoom address, telephone number, email, etc.
	Hours of availability*	This should allow students to contact the instructor outside of regular class hours. Instructor may set specific hours or identify the manner in which a student may make an appointment.
	Teaching assistant(s) information**	Include name(s), office location(s), and contact information.
Course Information (Required)		
	Course name, number, and section*	Use the official title as indicated in the University Catalog.
	Course meeting location and time*	
	Course description*	Use the official description as indicated in the University Catalog.
	Student learning outcomes (SLOs)	Show the tie to accreditation or overall program-level SLOs.
	Course required materials*	Include any texts and personal equipment such as calculators.
	Description of assignments/requirements*	Ensure that the description of assignments/requirements be aligned with the evaluation criteria.
	Course Expectations and rules specific to course*	Include course-specific attendance policy and other course rules here.
	Course grading policy*	A list of papers, exams, and other assessments that will contribute to the students' grades, along with the exact or approximate value of those assessments, either in points or percent of total grade. Repeated small assessments, such as homework or quizzes, can be considered as one item in the list of assessments. Include grading scale that will be used to assign final grade.
	UNL Course policies and resources*	See page 2 for instruction.
	Course schedule	Include all topics, assessments, projected due dates, and date/time of final exam.
Course Information (Required If Applicable)		
	Course prerequisite(s)*	
	ACE outcome*	Include the ACE outcome if this is an ACE-certified course.
	Dual-level (400/800) requirement*	Describe the differentiated graduate level work, performance expectations, and grading procedures.
Course Information (Recommended)		
	Semester and year	
	Number of credit hours	
	Rationale statement	Describe the relation of course to the program of study.
	Specific grading requirement	Specify if students have to earn a specific grade or better in order to have the class count toward graduation.
	Exam scheduling policy	Example: Specify what happens if a student cannot take an exam at the scheduled time.

Notes: *University and Graduate Studies requirements

UNL Syllabus Policy (approved on March 1, 2022) is available at

<https://www.unl.edu/facultysenate/senate/Resolutions/Syllabus%20Policy%203-1-2022.pdf>.

University Required Syllabus Statements 3.1.2022 – present

Please either add the following or the actual statements found in the link to your syllabus.

UNL Course Policies and Resources

Students are responsible for knowing the university policies and resources found on this page (<https://go.unl.edu/coursepolicies>):

- University-wide Attendance Policy
- Academic Honesty Policy
- Accommodations for Students with Disabilities
- Resources for Students Seeking Mental Health Help
- Final Exam Schedule
- Fifteenth Week Policy
- Emergency Procedures
- Diversity & Inclusiveness
- Title IX Policy
- Other Relevant University-Wide Policies