



**SAINT FRANCIS UNIVERSITY**  
**Suggested Course Syllabus Format**

Faculty are free to customize their course syllabi including items that fit the individual course. The list below includes required parts of all syllabi, shown as bolded and marked with an asterisk. Other items may be included at the discretion of the faculty member.

- I. Instructor
  - A. **Name \***
  - B. **Office location \***
  - C. **Office hours \***
  - D. **SFU E-mail address \***
  - E. **Preferred means of course communication \***
  - F. **Faculty list office phone number;**
  - G. **Expected use of the University's Learning Management System Canvas\***
  - H. Course or faculty homepage
  
- II. Course
  - A. **Course number, title, and number of credits \***
  - B. **Prerequisites \***
  - C. **Catalog or general course description\***
  - D. **Explicit statement about course delivery modality, using the approved Faculty Senate definitions (face to face, hybrid, web-enhanced learning, online). For example, when virtual class days or meetings will be part of a traditional face-to-face course or synchronous virtual meetings will be required as part of an online course, the syllabus should explain.\***
  
- III. Textbook & Instructional Materials
  - A. **Textbook author, title, edition, publisher, publication date \***
  - B. **List other required materials or resources \***
  - C. Links to any OER (Open Educational Resources) course materials, affordable virtual course materials, and/or library-owned materials.
  - D. Other optional materials
  
- IV. Rationale, Learning Outcomes, and Course Outline
  - A. **What will the student know or be able to do at the end of the course? \***
  - B. **For courses that are included in an assessment plan for an academic program as a mapped course, the appropriate course objectives should match the mapping matrix of program objectives. \***
  - C. **Show the distribution of topics and related readings/work planned. \***
  - D. **If part of the General Education Program, which general education objectives are relevant to this course? \***
  - E. Which Franciscan goals of higher education are relevant to this course? (optional)  
Among the goals of Franciscan Higher Education are *Reverence for all Life and for the Goodness of all Humanity* and *Respect for the Uniqueness of Individual Persons*. These goals remind us to strive to show reverence for all human life and for life in all its forms, to treat all people with dignity and respect, and to work together for the common good. These goals

also recognize that each individual person is a unique combination of God-given abilities and expresses the goodness of God in a particular way. Every member of the University community thus deserves to be treated respectfully and each should treat others with respect. You may want to add a statement to your goals such as: “In keeping with the spirit of the Goals of Franciscan Higher Education, in this course you will you will have the opportunity to express and experience cultural diversity as we focus on \_\_\_\_\_ . Assignments and activities have been designed to encourage individuality and creative expression. You are encouraged to not only take advantage of these opportunities in your own work, but also, learn from the information and ideas shared by other students.”

F. Why is it good or necessary to study this subject?

G. Diversity (optional): A goal for the SFU General Education program is that students will demonstrate an understanding of and appreciation for cultural diversity. Within a course, you may explore and articulate multiple perspectives on race, ethnicity, social class, gender, ability, sexual orientation, national origin, verbal behavior, age, and religion. You may be asked to examine and explain the ethical and societal implications of specific diversity perspectives. A sample statement for inclusion in your syllabus is: “In keeping with the spirit of the General Education goals, in this course you will you will have the opportunity to express and experience cultural diversity as we focus on \_\_\_\_\_ . Assignments and activities have been designed to encourage individuality and creative expression. You are encouraged to not only take advantage of these opportunities in your own work, but also, learn from the information and ideas shared by other students.”

#### V. Student Expectations

A. **Academic Honesty: Read the full The Academic Honesty policy at this link.\***

[https://my.francis.edu/apps/sfu\\_policies/policy\\_detail\\_print.asp?policiy\\_id=31](https://my.francis.edu/apps/sfu_policies/policy_detail_print.asp?policiy_id=31)

B. The amount of reading required. For a rigorous traditional undergraduate course, suggestions are that students will read at least 40 pages per week in a course.

C. The amount of writing required. For a rigorous traditional undergraduate course, suggestions are that students write a total of at least 20 double-spaced pages in all writing assignments during a semester in a course.

D. The suggested study time for the course, for example suggesting students spend two or more hours studying for the course for each credit hour.

#### VI. Course Assessment

A. **Grading system (clarify the weighting of paper, tests, participation, etc.) \***

B. **A listing of all evaluation procedures used in the course \***

C. **Requirements beyond grades, like attendance at course-related campus activities for example \***

D. Any possible extra credit, only if available to all students

E. How course objectives are measured through course assessments

VII. Course Policies & Procedures

- A. **University academic attendance policy\***  
[https://my.francis.edu/apps/sfu\\_policies/policy\\_detail\\_print.asp?policy\\_id=65](https://my.francis.edu/apps/sfu_policies/policy_detail_print.asp?policy_id=65)
- B. **Class attendance policy**
- C. **Any course activities are required outside class meeting times, for evening exams, field trips, or other class requirements. Please review the Class Meetings policy at the link below \***  
[https://my.francis.edu/apps/sfu\\_policies/policy\\_detail\\_print.asp?policy\\_id=453](https://my.francis.edu/apps/sfu_policies/policy_detail_print.asp?policy_id=453)
- D. **Make-up examinations, including use of the writing center \***
- E. **Withdrawal policy\***  
[https://catalog.francis.edu/content.php?catoid=11&navoid=317&hl=%22withdrawal%22&returnto=search#withdrawal\\_from\\_class](https://catalog.francis.edu/content.php?catoid=11&navoid=317&hl=%22withdrawal%22&returnto=search#withdrawal_from_class)
- F. Other

VIII. **Schedule**

- A. **Date and time of final exam during exam week \***
- B. **Additional Equivalent Instructional Related Learning Activities (if the courses is not meeting 15 hours per credit); see the policy on my.francis.edu for *Definition of Semester Length, Credit Hour* for more information \***
- C. **Due dates for major written assignments\***
- D. Other important course dates
- E. Other

IX. Bibliography/Reading List

X. **Assistance**

A. **ADA Accommodation Statement:**

Students who request accommodations based on a disability, in this or any other course, must contact Ms. April Fry in Accessibility Services in Scotus Hall 323C at [814-472-3176](tel:8144723176) or [afry@francis.edu](mailto:afry@francis.edu). After the proper documentation is approved by that office, students should then schedule individual meetings with individual faculty in their offices to discuss the specific needs for courses.

**Statement of Nondiscrimination:**

Saint Francis University does not discriminate on the basis of gender, gender identity, age, race, color, ethnicity, religion, sexual orientation, marital status, disability, pregnancy status, veteran status, predisposing genetic characteristic or any protected classification. This policy applies to all programs and activities of the University, including, but not limited to, admission and employment practices, educational policies, scholarship and loan programs and athletic or other University sponsored programs. The following person has been designated to handle inquiries regarding the University's nondiscrimination policy: Jeffrey Savino, Vice President for Finance and Administration (814) 472-3261, [jsavino@francis.edu](mailto:jsavino@francis.edu).

If you have been the victim of sexual harassment/misconduct/assault you are encouraged to report this. If you report this to a faculty member, he/she must notify the Saint Francis University Title IX coordinator about the basic facts of the incident. The following person has been designated to address inquiries about

harassment, sexual misconduct, stalking and relationship violence and to assist the student in connecting with resources both on and off campus: Lynne Banks, Associate Dean of Students/Title IX Coordinator, (814) 472-3002, [lbanks@francis.edu](mailto:lbanks@francis.edu)

Read our full [Equal Opportunity, Nondiscrimination, Harassment, Sexual Misconduct, Stalking and Relationship Violence Policy](#).

- B. The Library strives to support student learning and research by providing access to reliable, academic research materials, quiet and group study areas, and expert research assistance. Students can receive help with their research – from selecting the best topic, to finding materials, to citing those materials – by contacting a reference librarian at 814-472-3161 or <https://www.francis.edu/library/#libraryresearchhelp3> or in person at the Research Help Desk in the library. For more information and the hours available please visit: <https://www.francis.edu/library/>
- C. Tutoring, on-campus and online, is available to all students through the Center for Academic Success (CAS) in Scotus Hall 323B. For information contact Ms. Sarah Dumm at 814-472-3892.
- D. Required or optional group study sessions.