COLLEGE OF EDUCATION
Guidelines for New Education Course Proposal:
Syllabi Elements

Course Title and Number: e.g, 3XX, 6XX

Date (semester) to be first offered:
Fall  □
Spring □
Winter □
Summer □

Location:
Building and Room #:
Time:
Days of the week:

Instructor and Contact Information:
Name:
Address:

Phone: E-mail: Office
hours:

Course Description: (Not more than 30 words)

Course Objectives (stated as expected learning outcomes for students)
1. 
2. 
3. 
4. 

Required textbook or materials (full APA citations):

Notes:
1. You may, of course, use your own syllabus format, but it should include at least the elements in this template.
2. The Accommodation Statement and the Academic Honesty Statement included in this template are the most current.
3. For new course proposal, also include Faculty Senate forms:
   • Form A: Course Proposal Signature Sheet
   • Form B: Undergraduate Course Approval Form
   • Form C: Graduate Course Approval Form
   • Graduate Guidelines for Course Approval: Required for Forms B and C.
All four of these forms are available electronically at http://www.umass.edu/senate/guide/computerized_forms.htm

Deadline for submitting proposals for next year’s fall courses is October 31 of the previous year; deadline for next year’s spring courses is March 31 of previous year. Your proposal must have been reviewed and sent to the College Academic Matters Committee by these dates.

When done with this template, you may erase this “Notes” box and any instructions, if you wish.

November 28, 2013
### Outline of Topics Covered Class-by-Class

<table>
<thead>
<tr>
<th>Class</th>
<th>Topic(s) (with brief description)</th>
<th>Assignments (include full reference here or elsewhere in syllabus)</th>
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### Assessments and Assignments

(If appropriate, may connect to Specialty Professional Association and state and/or other standards)

1. 
2. 
3. 
4. 
5. 

### Grading Policies and Specific Grading Criteria

(Include a rubric for grade assignment with % points converted to letter grades)

The following letter grades may be given to graduate students in graduate-level courses: A, A-, B+, B, B-, C+, C, and F. Graduate students enrolled in undergraduate courses may receive grades of C-, D+ and D, but these may not be applied toward a graduate degree. The official grading system for undergraduate students runs from A-F and includes MPF.

### Attendance Policy

(Should include specific requirements for attendance; if attendance is weighed for the final grade, the syllabus should state what the weight or points will be)
**Accommodation Statement** *(this exact statement is currently the minimum required in each syllabus)*

The University of Massachusetts Amherst is committed to providing an equal educational opportunity for all students. If you have a documented physical, psychological, or learning disability on file with Disability Services, you may be eligible for reasonable academic accommodations to help you succeed in this course. If you have a documented disability that requires an accommodation, please notify me within the first two weeks of the semester so that we may make appropriate arrangements.

**Academic Honesty Statement** *(this exact statement is currently the minimum required in each syllabus)*

Since the integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research, academic honesty is required of all students at the University of Massachusetts Amherst.

Academic dishonesty is prohibited in all programs of the University. Academic dishonesty includes but is not limited to: cheating, fabrication, plagiarism, and facilitating dishonesty. Appropriate sanctions may be imposed on any student who has committed an act of academic dishonesty. Instructors should take reasonable steps to address academic misconduct. Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible. Instances of academic dishonesty not related to a specific course should be brought to the attention of the appropriate department Head or Chair.

Since students are expected to be familiar with this policy and the commonly accepted standards of academic integrity, ignorance of such standards is not normally sufficient evidence of lack of intent.

Follow the link below for detailed information on the Academic Honesty Policy

[http://www.umass.edu/dean_students/codeofconduct/acadhonesty/](http://www.umass.edu/dean_students/codeofconduct/acadhonesty/)

**Conceptual Framework** *(If you are not directly involved or affiliated with an educator licensure concentration, you are not required to address the Conceptual Framework component)*

**Conceptual Framework: Collaboration Conceptual**

**Framework: Reflective Practice Conceptual**

**Framework: Multiple Ways of Knowing**

November 28, 2013
Conceptual Framework: Access, Equity and Fairness

Conceptual Framework: Evidence-Based Practice

Additional Comments: