Office of the Provost
The New School
December 2012

The New School Syllabi Requirements

Please note: Divisions and/or programs may have additional requirements.

Distribution

The New School requires that all instructors have an up-to-date syllabus for each course they teach. Each faculty member is to distribute their syllabi to students as a paper copy at the first class meeting, or digitally prior to the first class. Each syllabus should also be posted to Blackboard by the end of the first week of semester. In addition, faculty should provide a copy of the syllabus to their program administrator by the end of the first week of semester.

Syllabus requirements

The syllabus must be updated each semester the course is offered. Each syllabus must contain the following information:

Division, School, Program, Course Title and Number. List the exact course title, subject code, course master number and section letter as they appear in MyNewSchool.

Instructor Information. Provide instructor's first and last name, contact information, office hours (full-time faculty) and New School email address (this is the only email address that should be used when communicating to students and programs).

Course Description. The course description on the syllabus must match that provided in the course catalog. Some course descriptions will be written by faculty, while others will be provided by the program, depending on the course. In the latter case, faculty members have the option to elaborate upon the course description with specific details on course goals and how the course will be conducted (lectures, small group discussion, project teams, field experiences).

Learning Outcomes. All syllabi must list course-level learning outcomes—i.e., what students should know and be able to do when they successfully complete the course. Generally, faculty will want to consult with the program, particularly for classes that are required or classes that are taught by multiple faculty members. Workshops on writing course-level outcomes are offered by the Provost's Office each semester; workshops are listed on www.newschool.edu/teachingresources, which also includes written resources on course-level outcomes.

Student Assignments. List all assignments and activities upon which students will be graded in order to demonstrate their achievement of the course learning outcomes.

Final Grade Calculation. Detail how the final grade will be calculated.

Course Readings and Materials. All courses must provide a list of readings, required and recommended equipment, supplies and materials, including where students may purchase them, as well as an estimation of the cost. Consider the university's e-reserves for compiled materials. (http://library.newschool.edu/reserves/eresinfo.php)

Resources. If relevant to the class, provide information and links regarding the library (http://library.newschool.edu), the University Learning Center

(http://www.newschool.edu/admin/writingcenter) and other resources relevant to the course.

Disability Services. Provide link to Student Disability Services (http://www.newschool.edu/student-services/student-disability-services). Faculty may want to add this statement: "In keeping with the university's policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations is welcome to meet with me privately. All conversations will be kept confidential. Students requesting any accommodations will also need to contact Student Disability Service (SDS). SDS will conduct an intake and, if appropriate, the Director will provide an academic accommodation notification letter for you to bring to me. At that point, I will review the letter with you and discuss these accommodations in relation to this course."

University, Division/School, Program and Class Policies:

- Academic Honesty: Provide the text of the new university-wide university policy, found at www.newschool.edu/WorkArea/DownloadAsset.aspx?id=81698
- Attendance: The course attendance policy should be included. Divisional and/or departmental/program policies serve as minimal guidelines, but policies may contain additional elements determined by the faculty member.
- Intellectual Property http://www.newschool.edu/studentservices/rights/other-policies/int-property/
- Any policy specific to your program or to an individual faculty member's class must also be clearly written in the syllabus. For example, many instructors create their own policies to cover a variety of classroom situations, such as late assignments; rewrites and extra credit; the use of cellphones, laptops, and other technology in the classroom; or makeup exams/absence on exam days.

Course Outline. Outline the course topics, activities, assignments, readings, etc. to be covered during each of the semester's meetings.

More suggestions and information on syllabus writing, as well as a syllabus template, can be found at www.newschool.edu/teachingresources