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Office of the Dean

Parsons Syllabi: Frequently Asked Questions

Why create a syllabus?
The purpose of writing a syllabus is to define expectations, clearly and in writing at the start of each semester. A well-designed syllabus provides specific information about what is expected of students and what students can expect from the course and the instructor(s). This includes, but is not limited to:

- What students can expect to learn from the class (learning outcomes);
- How much work will be given and when (course requirements and course outline);
- Policies (including attendance, grading, etc…) setting expectations between the program, instructors and students;
- The participation, effort and quality of work expected in order to receive a specific letter grade.

In addition to providing content specific to the course and faculty member, the syllabus should reference the existing Parsons resources, such as the Parsons Catalog [Student Handbook]. Ultimately a well-designed syllabus improves communication and understanding between the School, program, students and instructors.

Are there requirements for what I should include in my syllabus?
Yes, your syllabus is to conform to the guidelines found under Instructional Resources at:
http://www.newschool.edu/parsons/instructional-resources/

Is help writing my syllabus available?
Yes, support for Parsons faculty in creating syllabi and designing courses is provided by the Provost's Office. For more information see here:
http://www.newschool.edu/leadership/provost/teachingresources/

What am I required to do with respect to distributing syllabi?
Each faculty member is to distribute their syllabi in these ways:

1. You should distribute the syllabus to your students either in digital format *prior to the first class meeting* or hard copy at the first class meeting so that it may be reviewed in class;
2. You should provide your program's director or the associate director for operations with a digital copy of your syllabus *by the end of the first week of class*. (See next question for formatting instructions.)

3. You should post your syllabus on Blackboard/Canvas *by the end of the first week* of your class.

How should I prepare the digital file(s)?

The syllabi should be saved as either Microsoft Word document or an Adobe Acrobat PDF. Adobe Acrobat is available on the computers in the Parsons Faculty Center. Each file should be named as follows using an abbreviation for the semester, the subject code, master course number, section letter, instructor's last name, and semester followed by year. Note: there should not be any spaces; use underscores instead.

Examples:
SUBJ_CRSE_SEC_FACULTY_SEM
[e.g. PUDM_1100_A_LASTNAME_F13]

Semesters should be abbreviated as follows: Fall 2013 = F13, Spring 2014=SP14, Summer 2014=SU14.

How should I provide my syllabus to the program?

Send your digital file as an email attachment to your program administrator.