

## DFPA Syllabus/Office Hour Guidelines

### What should your syllabus include?

- Course name, number, section, days, times, classroom
- Instructor name and contact information
- Instructor Office Hours (see below)
- Course Objectives and Learning Outcomes (should align them with the course objectives in LOCUS and the ones you will identify as essential in your course and teacher evaluations)
- Identify the course as a [Core Curriculum Course](#) if applicable
- Identify required or recommended texts and supporting supplies, and provide students with information for purchase of required materials
- Reading assignments and due dates.
- Late-work policy. Is late work accepted? Are points deducted for late work? If so, how many points are deducted each day? When will late work not be accepted?
- Attendance policy. Is attendance required?
- Do you intend to record any of your ZOOM sessions? Please consult [Guidelines for Recording Students in Online Classes](#) and, if necessary, include appropriate Syllabus Privacy Statements
- Include reference to [College of Arts and Sciences Academic Integrity Statement](#)
- Grading policy. How will students' work be evaluated? How much weight does each assignment carry?
- Test, paper and project due dates
- Makeup policy
- Classroom behavior (e.g., texting, cell phone use, laptop use).
- A statement that indicates your syllabus is subject to change and that you will notify students of any changes
- Include date and description of the final exam or final project. Final exams must be given according to the [University Final Exam Schedule](#).
- Often there is a course outline attached that lists each class date identifying the focus of the day or the week, assignments, tests, projects or readings due.

The [Faculty Center for Ignatian Pedagogy](#) is an excellent resource for course-building, organization, and innovative technologies for course delivery. Please consider taking advantage of their online and individual consultation services.

Faculty are required to hold one to two office hours a week depending on the number of credits they teach. If less than three credit hours, faculty should schedule one office hour per week. If faculty are teaching three credits or more, they should schedule a minimum of two office hours per week. Those hours may be held as open, drop-in ZOOM availability, or by appointment.

Please complete the [Office Hours and Syllabus Submission Form](#).