# Sample Syllabus Format with Links

**Updated 10-25-2013**

## Items to Be Included on Syllabus as Appropriate to the Particular Course (Items in Bold Should Always Be Included)

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Information for Instructors as They Composes a Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Sakai site (or other course management system)</td>
<td>Main Sakai portal <a href="https://sakai.rutgers.edu/portal">https://sakai.rutgers.edu/portal</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>On line schedule of classes <a href="http://sis.rutgers.edu/soc/">http://sis.rutgers.edu/soc/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Days, Times, and Place(s)</td>
<td>Building Search: <a href="http://rumaps.rutgers.edu/">http://rumaps.rutgers.edu/</a></td>
</tr>
<tr>
<td>Recitation Sections, labs, other…</td>
<td>Common hour exams (if any) common hour exams can be found under the “exam” tab at <a href="http://scheduling.rutgers.edu/index.shtml">http://scheduling.rutgers.edu/index.shtml</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor’s Name</th>
<th>Contact Information: Include at least one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• phone</td>
</tr>
<tr>
<td></td>
<td>• e-mail</td>
</tr>
<tr>
<td></td>
<td>• Web page</td>
</tr>
<tr>
<td></td>
<td>• FAX</td>
</tr>
<tr>
<td></td>
<td>• post address</td>
</tr>
<tr>
<td>Office Hours: day, time and location</td>
<td></td>
</tr>
</tbody>
</table>

## Learning Goals

### Core Curriculum Learning Goals Met by this Course

The Core Requirements Committee urges Faculty to copy and paste the Core graphic on to their syllabi next the certified Core Curriculum goals.

*(if you don’t know if the course you’re teaching has been certified as a Core Curriculum course, please contact your department officers or kdennis@sas.rutgers.edu)*

<table>
<thead>
<tr>
<th>Department Learning Goals Met by this Course</th>
<th>Any Additional Learning Goals Met by this Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**In Order to List a Course as Meeting a Core Requirement Learning Goal, the Course Must Be Certified as Doing So by the Core Requirements Committee and the SAS Faculty.**

For list of Core Curriculum learning goals, see: [http://sas.rutgers.edu/component/docman/doc_downloa d/413-summary-of-new-core-curriculum-learning-goals](http://sas.rutgers.edu/component/docman/doc_downloa d/413-summary-of-new-core-curriculum-learning-goals)

For a list of Core Certified courses by learning goal, see sasundergrad.rutgers.edu/core: [http://sasundergrad.rutgers.edu/academics/requir ements/core?layout=blog](http://sasundergrad.rutgers.edu/academics/requir ements/core?layout=blog)

SAS departmental learning goals are compiled at [http://sas.rutgers.edu/component/docman/doc_downloa d/532-sas-learning-goals](http://sas.rutgers.edu/component/docman/doc_downloa d/532-sas-learning-goals)
Any further description of course desired

<table>
<thead>
<tr>
<th><strong>Current Academic Integrity Policy:</strong></th>
<th><strong>General Academic Integrity Link:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Violations include: cheating, fabrication, plagiarism, denying others access to information or material, and facilitating violations of academic integrity.</td>
<td>Resources for instructors (and students) can be found at: <a href="http://academicintegrity.rutgers.edu/resources">http://academicintegrity.rutgers.edu/resources</a></td>
</tr>
</tbody>
</table>

**Optional: Instructors may include a Honor Pledge:**

"On my honor, I pledge that I have neither given nor received any unauthorized aid on this (exam, test, paper)."

**Or use the sakai honor pledge check box:**

Honor Pledge: I have neither given nor received aid on this assignment.  
(You must respond to submit your assignment.)

WE ALSO RECOMMEND THAT INSTRUCTORS INCLUDE AT LEAST ONE OF THE FOLLOWING PLAGIARISM TUTORIALS IN THEIR COURSE DESIGN:

- Take a 20 minute interactive-tutorial on Plagiarism and Academic Integrity, [http://www.scc.rutgers.edu/douglass/sal/plagiarism/intro.html](http://www.scc.rutgers.edu/douglass/sal/plagiarism/intro.html)
- For another view, use the Camden Plagiarism Tutorial [http://library.camden.rutgers.edu/EducationalModule/Plagiarism/](http://library.camden.rutgers.edu/EducationalModule/Plagiarism/)
- Consult Don't Plagiarize: Document Your Research! For tips about how to take notes so that you don't plagiarize by accident. [http://www.libraries.rutgers.edu/avoid_plagiarism](http://www.libraries.rutgers.edu/avoid_plagiarism)

Optional: Online Learning Tools from Rutgers University Libraries including Rutgers RIOT, Searchpath and RefWorks [http://www.libraries.rutgers.edu/tutorials](http://www.libraries.rutgers.edu/tutorials)

Optional: Academic Support Programs: [http://lrc.rutgers.edu/](http://lrc.rutgers.edu/)

**List of Required Books &/or Materials**

**PLEASE INCLUDE ISBN NUMBERS**

A centralized system of book ordering and ISBN number identification has been developed to conform with federal reporting requirements—all book orders MUST be reported to Barnes and Noble University bookstore, although you are NOT required to order from them. [http://bookstore.rutgers.edu/index.shtml](http://bookstore.rutgers.edu/index.shtml)

**Self-Reporting Absence Application:**

**Suggested language for syllabus**

Students are expected to attend all classes; if you expect to miss one or two classes, please use the University absence reporting website [https://sims.rutgers.edu/ssra/](https://sims.rutgers.edu/ssra/) to indicate the date and reason for your absence. An email is automatically sent to me.

**Please note:** My policy for missed labs and missed exams is …[individual professor's policy, or department policy]

For faculty: [https://sims.rutgers.edu/rosters](https://sims.rutgers.edu/rosters)  
Faculty can look up absence information in the REGIS online roster system.  
Please note: This system was never meant to replace department or instructor policies on absences and make-up work. Nor was the system ever intended to be a complete tool for managing attendance and enforcing policies about absences. **Individual instructors should include their, or their department's, OWN policies about absences and make-up work on the course syllabus.**
Course Structure and Requirements

- Assignments to be graded including due dates and grade distribution/percent value of each assignment.
- Any policies on missed or late assignments and make-up exams.
- Any policies on attendance, recitations sections, labs, etc.
- Full disability policies and procedures are at [http://disabilityservices.rutgers.edu/](http://disabilityservices.rutgers.edu/)
- Students with disabilities requesting accommodations must follow the procedures outlined at [http://disabilityservices.rutgers.edu/request.html](http://disabilityservices.rutgers.edu/request.html)
- Other

University religious holiday policy is at [http://scheduling.rutgers.edu/religious.shtml](http://scheduling.rutgers.edu/religious.shtml)

An interfaith calendar can be found at [http://www.interfaithcalendar.org/index.htm](http://www.interfaithcalendar.org/index.htm)


Generally, grading on attendance is not advised.

<table>
<thead>
<tr>
<th>Daily or weekly assignments, reading, etc. OR outline of procedure by which such assignments will be made.</th>
</tr>
</thead>
<tbody>
<tr>
<td>We advise that you include this link so that students will have the official information including any changes that may unexpectedly occur.</td>
</tr>
</tbody>
</table>

Final Exam/Paper Date and Time
[http://finalexams.rutgers.edu/](http://finalexams.rutgers.edu/) [we advise that you include this link so that students will have the official information including any changes that may unexpectedly occur.]

7/13/12 S. Lawrence
Cheating and Plagiarism

Short version: Don’t cheat.  Don’t plagiarize.

Longer version: Cheating on tests or plagiarizing materials in your papers deprives you of the educational benefits of preparing these materials appropriately. It is personally dishonest to cheat on a test or to hand in a paper based on unacknowledged words or ideas that someone else originated. It is also unfair, since it gives you an undeserved advantage over your fellow students who are graded on the basis of their own work. In this class we will take cheating very seriously. All suspected cases of cheating and plagiarism will be automatically referred to the Office of Judicial Affairs, and we will recommend penalties appropriate to the gravity of the infraction. The university’s policy on Academic Integrity is available at http://academicintegrity.rutgers.edu/files/documents/AI_Policy_9_01_2011.pdf I strongly advise you to familiarize yourself with this document, both for this class and for your other classes and future work. To help protect you, and future students, from plagiarism, we require all papers to be submitted through Turnitin.com.

Since what counts as plagiarism is not always clear, I quote the definition given in Rutgers' policy:

Plagiarism: Plagiarism is the use of another person's words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:

- Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution.
- Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other nontextual material from other sources without proper attribution.

A SPECIAL NOTE: Students often assume that because information is available on the Web it is public information, does not need to be formally referenced, and can be used without attribution. This is a mistake. All information and ideas that you derive from other sources, whether written, spoken, or electronic, must be attributed to their original source. Such sources include not just written or electronic materials, but people with whom you may discuss your ideas, such as your roommate, friends, or family members. They deserve credit for their contributions too!

Judgments about plagiarism can be subtle. If you have any questions, please feel free to ask for guidance from your TA.

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1 This web link was corrected on July 13, 2012. S. Lawrence
2 http://academicintegrity.rutgers.edu/files/documents/AI_Policy_9_01_2011.pdf Updated with the University’s current language on July 13, 2012. S. Lawrence