Revised: 9-26-17

 10-20-17

BU Hub Syllabus Template

*Note: This syllabus template is intended as a helpful tool that outlines the basic categories of information students find useful on syllabi, and includes some notes for proposers on simple, research-founded practices for engaging students and helping them understand the course’s scope and expectations. While the General Education Committee encourages proposers to adapt and use the syllabus template, it is not required for a successful Hub proposal.*

Course Number and Title

Instructor Name: Course Dates:

Office Location: Course Time & Location:

Contact Information: instructor@bu.edu, etc. Course Credits:

Office Hours:

TA/TF/Learning Assistant information, if relevant

**Course Description**.

What are the “big picture” questions students will encounter in the course? What [educational strategies](https://www.bu.edu/ctl/guides/) will students employ in answering and exploring these questions, and how will you assess their progress throughout the course?

**Hub Learning Outcomes**

Please state the relevant Hub outcomes and briefly explain to students how they will develop the outcomes in your course. This could be done by listing the Hub outcomes followed by a brief explanation of how this particular course develops them, or by reframing the Hub outcomes as course-specific learning objectives.

**Other Outcomes (e.g., School, Department, and/or Program Outcomes**)

List and link to larger program (e.g., major/minor).

**Instructional Format, Course Pedagogy, and Approach to Learning**

Instructors might find the [CTL BU Hub Guides](http://www.bu.edu/ctl/buhub/bu-hub-guides/) helpful for this section.

**Books and Other Course Materials**

Provide complete citations, as well as where to purchase (Barnes & Noble or alternative).

Distinguish clearly between required, recommended, and optional purchases.

**Courseware**

List course website, as well as any web links that will be needed for the class.

**Assignments and Grading**

1. Briefly describe major assignment categories in the course; these may include papers, projects, class participation, and examinations as applicable.
2. Provide a clear summary of percentage weights for each assignment category.

**Resources/Support/How to Succeed in This Course**:

1. Office hours, tutoring, etc.
2. Accommodations for Students with Documented Disabilities: If you are a student with a disability or believe you might have a disability that requires accommodations, please contact the Office for Disability Services (ODS) at (617) 353-3658 or access@bu.edu to coordinate any reasonable accommodation requests. ODS is located at 25 Buick Street on the 3rd floor.

**Community of Learning: Class and University Policies**

1. Course members’ responsibility for ensuring a positive learning environment (e.g., participation/ discussion guidelines).
2. **Attendance & Absences.** Clearly state your attendance policy, limit on absences, etc., including any implications of class attendance on grading. List all unusual required meetings (e.g., field trips, guest speakers). Affirm [Policy on Religious Observance](https://www.bu.edu/academics/policies/absence-for-religious-reasons/).
3. **Assignment Completion & Late Work**.Detail your policy regarding how students should submit assignments (in person, by email, on courseware site, etc.) as well as how you will address late work, missed exams, etc.
4. **Academic Conduct Statement,** including expectations for academic honesty, reference to consequences for cheating or plagiarism, course-specific guidelines for, e.g., extent of allowable collaboration on assignments, and URL for Academic Conduct Code: [*https://www.bu.edu/academics/policies/academic-conduct-code/*](https://www.bu.edu/academics/policies/academic-conduct-code/)

**Outline of Class Meetings: Date, Topic, Readings Due, Assignments Due**

List in a legible format all of the class meetings (by week and/or day) with: 1) lecture/discussion topics, 2) expected preparation for that meeting, and 3) any assignments due on that date. It should be clear from this overview where students will have the opportunities to develop the course’s learning objectives and outcomes, including those of the BU Hub.