



# COURSE SYLLABI STANDARD

ACADEMIC STANDARDS COMMITTEE  
OFFICE OF INSTITUTIONAL EFFECTIVENESS



AUBURN

# BACKGROUND

- Peer comparisons show that most institutions use Simple Syllabus.
- Institutional Effectiveness effort to support the work of the Academic Standards Committee
- Improve internal processes and external reporting
- Auburn is in the initial phase of implementing a syllabus management system.



# BENEFITS

- **Templates** - consistency, pre-populated fields, save time
- **Risk Mitigation** - ADA, Title IX, Student Conduct, Academic Integrity
- **Accreditation** - SLO's, assessment/curriculum mapping, academic policies, rigor
- **Visibility to Students** - course expectations; workloads
- **Transfer Credit Evaluations** - better visibility to students and faculty

# SIMPLE SYLLABUS

- User Friendly interface
- Highly customizable
- Embedded ADA checker
- Drag/drop easy editing
- Seamless integration with Canvas and Banner
- Various set ups (roles, options) to provide autonomy
- Privacy - AU Login credentials required; de-identified information; not searchable by keyword
- Positive faculty reviews from peer institutions

# MINIMUM COURSE SYLLABI CONTENT

- 1. Course information** (e.g., course title/number, academic year, semester, section number, number of credits, class time, and location)
- 2. Instructor information** (e.g., name, office location, email address, contact number, office hour times including virtual/in-person/hybrid)
- 3. Course description, objectives, learning outcomes, and prerequisites/corequisites**
- 4. Recommended and/or required text and other materials/resources** (e.g., calculator, technology/software, articles, subscriptions)
- 5. Course structure, teaching methods and modality** (i.e., lecture, lab, online (synchronous/asynchronous)/in person, hybrid etc.)

# MINIMUM COURSE SYLLABI CONTENT (CONT.)

6. **Course communication policy** (e.g., email and response expectations, telephone and response expectations, virtual meetings, etc.)
7. **Assessments and grading structure** (e.g., descriptions of assignments, rubrics, and weights; and late submission or assignment/exam makeup policies)
8. **Course schedule** (topics to be covered at specific times, assignments due dates, and exam dates)
9. **Use of Canvas or other technology/tool** (e.g., for access to homework assignments, exams, course announcements, course discussions, etc.)
10. **Attendance and/or participation policy**

# MINIMUM COURSE SYLLABI CONTENT (CONT. 2)

- 11. Academic integrity policy** *(including URL to university policy)*
- 12. Accommodation and accessibility policy** *(including URL to university policy)*
- 13. Use of technology policy** *(e.g., use of artificial intelligence for assignments)*
- 14. Classroom conduct** *(including URL to university policy)*
- 15. Elasticity statement** *indicating instructor's right to modify course syllabus and course content during the semester and how this will be communicated. Students must be given timely notice of changes.*
- 16. Required university or college policies not specifically mentioned above  
(or their URLs)**

# WHAT'S NEXT?



- Listening Sessions: [aub.ie/syllabusinfosessions](https://aub.ie/syllabusinfosessions)



- Written Feedback: [aub.ie/syllabusmanagement](https://aub.ie/syllabusmanagement)



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**THANK YOU!**

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