

Syllabus Requirements by College

All University of Iowa syllabi are required to include the elements indicated in the University Operations Manual III-15.2(j)

College of Business

- Syllabus requirements: statements on accommodating disabilities, academic misconduct, grading guidelines, make up exams and exam conflicts, which college controls, attendance policy, honor pledge, sexual harassment
- <https://www.biz.uiowa.edu/upo/faculty/syllabuselements.html>

College of Dentistry

- Conforms to University Policy

College of Education

- Syllabus “checklist”: instructor information (name, office address and hours, phone number, email address, TA information, DEO information), statement on student complaints and dispute resolution, statement on student academic misconduct, statement on accommodations for students with disabilities, policy on sexual harassment, goals and objectives for the course, statement on grading procedures, expectations (attendance, assignments, and examinations), policy on testing and assignments for ESL speakers (if any), make-up tests and assignments for students with religious obligations, dates and times of exams scheduled outside of class time, date and time of final exam time, schedule of topics (readings and course materials as well), resources for obtaining additional help, methods of instruction (lectures, discussions, etc.), textbooks and other required readings, policies informing students of potentially sensitive or disturbing information or activities, information specific to class (field trips, materials, fees, etc.), and a recommendation for a statement about the value of diversity
- <http://www.education.uiowa.edu/coedean/policies/syllabus/index.html>

College of Engineering

- Conforms to University Policy

College of Law

- Syllabus requirements: instructor information (name, office, office hours, phone number, TA information), goals and objectives for the course, course content and schedule of topics, list of readings and/or all other anticipated course materials, expectations (attendance, assignments, and examinations), dates and time of any examinations scheduled outside of class time, grading procedures, statement on the availability of modifications for students with disabilities, resources for obtaining additional help, any changes in information about the course from that which appears in the Schedule of courses, statement on departmental and collegiate complaint procedures
- <http://www.law.uiowa.edu/documents/providinggrading.pdf>

College of Liberal Arts and Sciences

- Syllabus requirements: number and title of course (include all cross-listed number), administrative home of the course, note that course policies are governed by CLAS, instructor information (name, office address and hours, phone number, email address, DEO information, TA information), information for at least three office hours per week, course description and topics, course goals and objectives, texts and course materials, grading procedures, expectations (for attendance, assignments, and exams), examination policies for exams outside of class time, procedures for student complains, policy on academic fraud, statement on accommodations for students with disabilities, reminder of significant calendar deadlines
- http://www.clas.uiowa.edu/faculty/teaching/new_syllabus_etc.shtml

College of Medicine

- Conforms to University Policy

College of Nursing

- Conforms to University Policy

College of Pharmacy

- SYLLABUS TEMPLATE
NOTE The syllabus template has been updated as of fall 2007. Changes include additions of a statement about College of Pharmacy and UI policies that pertain to students and a short section that informs students about help resources for the electronic course management systems.
Click here for syllabus template (.dotx)

Instructions for use:

The form is a template file (.dotx extension) created with Microsoft Office. After clicking the above link choose the SAVE option and then specify a location on your computer to save the file When you open the document in Microsoft Word, you will see dark gray fields that indicate where to add information.

To add information,

--Click your mouse pointer once anywhere inside a gray field. The black letters on gray background will change to white letters on a black background. (If this does not happen, try again, and click in the middle of the field.)

--Type the appropriate information. As you begin to type, your information will entirely replace the contents of the field.

Tips for Template:

Instructors and teaching assistants:

--Page 1 includes space for three instructors and two teaching assistants. The template formatting will allow you to delete course instructor or teaching assistant information blocks, if you do not need them, or to rename the teaching assistant blocks to add instructors. You can also copy and paste these blocks with the template formatting intact.

Class schedule:

--The class schedule is formatted as a table. Moving from cell to cell in this section is easiest if you press <TAB>. Use <TAB> only when working in the class schedule table.

--Remove extra rows by highlighting rows at the bottom of the table and pressing <DELETE> or by highlighting any rows and selecting the delete option from either the tables and borders toolbar or the table menu.

Procedure for problems or disputes:

--The template includes a box for PharmD program courses and a box for graduate program courses. Delete the box you do not need by highlighting it and pressing <DELETE>.

On any page:

--To remove a template field without adding information, click inside it and press <SPACE>.

--To close large gaps, to consolidate parts of a section on a single page, or to reposition the College of Pharmacy logo or UI wordmark, delete or add line spaces as appropriate.

- http://www.pharmacy.uiowa.edu/faclogin/pdfs/docs/COP_Syllabus_Template_Fall2005.doc

College of Public Health

- Instructor information (name, office address and office hours, telephone numbers), at least three office hours (and must be available by appointment), department information (name of department, location of departmental office, and information on how to contact the DEO), statement on availability of modifications for students with disabilities, procedures for student complaints, collegiate policy on plagiarism and cheating, goals and objectives of the course, schedule of topics, schedule of readings and course materials, descriptions of course content, grading procedures, expectations (attendance, assignments, and examinations), dates and times of exams scheduled outside of class time, date and time for final examinations, corrections or changes in the information about the course printed in official University publications, resources for obtaining additional help, reminders of significant calendar deadlines
- http://www.public-health.uiowa.edu/academics/faculty/handbook/pdf/Chapter_VIII.pdf

Graduate College

- Under the heading “Syllabus Requirements and Template” [<http://www.grad.uiowa.edu/SiteMap/>], only tips for developing a syllabus and sample syllabi (both from other schools) are provided, no syllabus requirements