

# ACADEMIC\_Syllabus Policy\_032

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## Purpose

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The purpose of the syllabus policy is to provide a common standard which all syllabus at the University must be in compliance with.

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## Who Should Know This Policy?

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- President
- Vice President
- Legal Advisor
- Dean
- Director/ Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees

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## Policy Description

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This policy outlines the contents of both master course syllabus and course syllabus, approval process and the maintenance of master course syllabi. It also ensures that course syllabi across the University consistently contain the required elements.

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## Definitions

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**Course Objectives:** These are general goals which the course seeks to achieve based on the course description and course level.

**Course Learning Outcomes:** These statements are the measurable competencies students would have achieved upon completion of the course, and are informed by the course description, course level, and course goals/objectives. Unlike course objectives, learning outcomes are specific and measurable.

**Course Type:** This reflects the course content and/or delivery method. Approved course type designations may be referred to in the faculty workload policy.

**Preceptorship:** Preceptorship is an experience-based instruction conducted in a real world environment under the supervision of a healthcare professional for enhancing occupational competencies. Preceptorship is offered in the context of a course where the course instructor consults and closely collaborates with the healthcare professional particularly in determining the clinical assignments for students.

**Internship or Externships:** Internship or externship offer students the opportunity to develop their job skills by providing them with a structured employment situation that is directly related to, and coordinated with, their program of study.

**Syllabi Bank:** An online database, which contains previously and currently used syllabi and existing ones.

**Master Syllabi:** Master course syllabus ensure that various sections of a course will contain content in a manner that consistently meets the objectives of the course. Instructors will use the Master Course Syllabus to prepare a course syllabus for their courses. The Master Course Syllabus is a binding document and a permanent record. The master course syllabus is to be kept within specific college and/or academic programs and maintained by the office of the Associate Vice President for Academic Planning and Quality Assurance.

**Course Syllabi:** this syllabus includes all information contained in the Master syllabus without modification. It contains additional material which is developed by the faculty member (such as details schedule, exam dates, assessment instruments). This syllabus is distributed to students registered in the course.

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## Responsibility

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The Office of the Vice President and Chief Academic Officer is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

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## **Policy Statements**

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1. Qatar University requires that students are provided with clear information about the objectives; requirements; content; and the method of evaluation/assessment for each course taught at the University. The compilation of this information is presented in the form of a course syllabus.
2. Two syllabi are maintained at QU; master course syllabus, developed by academic program and approved by academic department; course syllabus developed by faculty, based on master syllabus, reviewed by academic department.
3. For courses taught in the Core Curriculum, copy of the master course syllabus and course syllabus must be maintained by the Core Curriculum Office.
4. Master Syllabi are to be kept within the specific college and/ or academic program and filed by the Office of Associate Vice President for Academic Planning and Quality Assurance.
5. Course syllabi includes all information contained in the Master syllabus without modification. It contains additional material which is developed by the faculty member.
6. Course syllabus must be clearly articulated to avoid any ambiguity and or disagreement between faculty and students on course content and/or evaluation.
7. The course syllabus of all courses should be accessible in electronic form through course management system for students registered in the course. The instructor may also provide a printed version of the syllabus to students.
8. Departments and /or academic programs shall review syllabi prior to their distribution to students in order to ensure compliance with University standards.
9. Colleges/ academic programs should ensure that syllabi are either presented based on a common format/template specific to a program/department, or that a college-wide common format/template is used.
10. Faculty should avoid modifying a syllabus after a course has commenced and the syllabus has been distributed to students.
11. All syllabi (master course syllabi and course syllabi) used should be maintained in a syllabi bank.
12. Colleges, Departments and/or academic Program are entitled to build on the minimum baseline requirements listed in this policy by adding additional requirements to what should be included in syllabi used.

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## **Master Syllabus Contents**

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A master syllabus is to be developed by academic faculty and approved by department head for all approved courses listed in the University course catalog.

The master syllabus will contain the following:

1. Course title, course number, credit hours, contact hours.
2. Course description.

3. Course type (lecture, lab, studio, ...).
4. Course Term Offering.
5. Prerequisites and co-requisites.
6. Course objectives.
7. Student learning outcomes.
8. Topical outline of course contents

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## Course syllabus Contents

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A course syllabus is distributed to students and is developed by the faculty member giving instruction. A course syllabus is to be developed for all courses, with the exception of thesis, internship, and preceptorship courses:

1. Instructor contact information:
  - Name(s) of the instructor(s), in addition to their contact information which should include: office location; telephone number; email address.
  - Office hours for the instructor (and Teaching Assistant if assigned).
2. Assessment criteria:
  - A grading policy which shows how a final grade will be determined, with regard to the weightings of the each course assignment. All assessment tools should be mentioned with the date they will be used so students know in advance the type of assessment that will be used, and their weighting towards the overall calculation of a final grade.
3. Student resources:
  - A list of required course material including texts; lab manuals; online references; and any other materials required or recommended.
4. A weekly schedule of topics and assignments:
  - A full list, by date, of topics; assignments; projects; examinations; field trips etc.
5. General regulations for the course which include:
  - The course attendance policy.
  - Student class conduct.
  - Policy statement relating to plagiarism and academic dishonesty.
  - Policy statement relating to the late submission of assignments.
  - Policy statement relating to the make-up examinations.
  - Student complaint statement.
  - Statement about students with special needs.
6. Grading rubrics for assignments:

- Any rubric(s) which will be used for specific assignment(s) of the course.
7. General regulations statements:
- “The instructor reserves the right to make changes to the syllabus, if deemed necessary.” However, any modification should not impact the overall objectives of the course.
8. Academic support:
- Contact information for the University Students Support and Learning Resources;  
Contact information for the Special Needs Section.