October 10, 2017

To: DEOs, DUS, Key Staff, and All Instructors

From: Helena Dettmer, Associate Dean for Undergraduate Programs and Curriculum

RE: Syllabi Attachment Policy

I would like to thank the many DEOs, the key staff, and the Directors of Undergraduate Studies who shared their insights and suggestions with me concerning the syllabi attachment policy.

After some deliberation, the College has decided on the following policies as related to this issue.

* Departments are not required to add the actual syllabus for a future course to the MyUI schedule of courses.
* Instead, a “past” sample syllabus (i.e., such as the last syllabus for the course when taught by the same instructor) or a course information “template” should be added to courses on MyUI.
* Required information for the template includes this key information that also appears on the syllabus:
	+ - Description of the course
		- Most important assignments and exams with approximate due dates
		- Pedagogical approach and/or structural format of the course
		- Grading information
* These materials should be added to each course on the MyUI schedule before the start of ER (before November 6 and April 9, same deadline as for textbooks).
* Departments or programs should decide as a whole if the past sample syllabi or the template is generally better for that department to use.
* The offerings planner should be used by the staff to attach these materials so they can only be accessed by those with a HawkID and a password.
* These materials should be updated each semester or as significant changes occur in the above four bulleted areas.
* See the list below for course types that are excluded from the syllabi attachment policy.

**EXCEPTIONS:** Courses that are new or do not yet have instructors or TAs assigned or which have lecturers not yet under contract are not required to have a template or a syllabi attached. Additionally, courses that do not normally have a syllabus are excluded from this policy, such as internships, practicums, and reading courses.

Again, thank you for the excellent discussion and for your insights about this policy and its related procedures. I am happy to talk to you at any time if you should have further suggestions or concerns.