

## Syllabus Policy

b. "Course" means a structured series of classes or a sustained period of instruction [traditional (face-to-face), online or blended] that is offered for credit in a particular term, as part of an undergraduate or graduate program at the University;

c. "Course Syllabus Guide" means the guide described in section D3.4 of the policy and attached as Appendix "A" that includes three sections: Section A: Course Information, Section B: University Statements, and Section C: University Policies, Guidelines and Resources for Support

d. "Instructor" means any faculty member (including parttime and sessional), instructor, or teaching assistant who takes on substantial responsibility for teaching a course, as determined by the Academic Unit Head;

e. "Program" means a series of Courses leading to an undergraduate degree at the University;

f. "Student" means an individual registered in a Course;

g. "Syllabus/Syllabi" means a course outline that is created by instructors as an administrative requirement associated with teaching a course and that describes the administrative, academic, and assessment components associated with a Course, including Course Information, University Statements and University Policies, Guidelines and Resources for Support

#### D. Policy

1. All courses must distribute a syllabus either in paper or electronic format, or both, on before the first day of the course. At that time, the Instructor will also communicate to students

contents. The Course Syllabus Guide (Appendix A) will be accessible to Instructors via a single web link, with current versions maintained by CTL on their website. The University Policies, Guides, and Resources for Support (Appendix A – Section C) will be available on the homepage of the Learning Management System (LMS) and on the Dalhousie Academic Support website.

4. Recognizing that a Syllabus may be a creative and personal statement of teaching philosophy and style, this Policy does not impose a specific template or organizational framework, although Academic Units responsible for specific educational programs may choose to do so. In addition, this Policy only makes comment on the mandatory elements of a Syllabus. It does not address the many ways Syllabi can be used in the educational context.

5. Academic Units may also specify the inclusion of additional or modified policies or statements in their Syllabi, provided these do not conflict with University policies and regulations and core EDI values which shall take precedence. Any requirements or altered timelines for preapproval of Syllabi (e.g. for accredited programs) will also reside within the Academic Unit.

6. Syllabi for current programs will be filed for reference in the Academic Unit for a period of 10 years, or longer if program approved. Subsequently, syllabi will be transferred to the Dalhousie University Archives on a rolling basis where they will be held permanently in a closed repository. Faculty members' intellectual property rights for the syllabi they created will be respected in accordance with the University's and Canadian copyright policies and legislation.

7. Any changes made within a Course after Syllabus submission must not conflict with the calendar description of the approved Course and must be clearly communicated to all Students in accordance with section 4F. Changes affecting the relative weight or timing of assessment or examination components must be approved by Students as described in Section F.

8. As noted in the Academic Calendar, "In order to complete a course satisfactorily, a student must fulfill all the requirements as set down in the course outline [Syllabus]." (16.1) Instructors should draw students' attention to this regulation and encourage students to familiarize themselves with the Syllabus and to abide by the policies and requirements described therein.

#### E. Administrative Structure

1. Authority: This Policy falls under the authority of Senate.

design, creation of student learning outcomes, and alignment of course outcomes, activities, and assessment and inclusion of diversity and equity principles.

4. Course Syllabus Guide (Appendix A) : The Centre for Learning and Teaching (CLT) will provide and maintain a web page for Instructors, containing the Syllabus Guide (Appendix A). Where possible, persistent URL links will be used so that information is updated automatically. CLT will provide nonsubstantive updates to the Course Syllabus Guide (Appendix A) at a minimum once per year to ensure the currency of its contents. The Course Syllabus Guide will be reviewed on an annual basis by the Senate Learning and Teaching Committee.

5. Academic Unit Head: The Academic Unit Head is responsible for ensuring that all Instructors within their Academic Unit are in compliance with the Policy.

6. Policy Review and Modification: This Policy will be reviewed every five years or earlier if deemed necessary by the Board of Governors, Senate, or the Senate Learning and Teaching Committee. Any interim non-substantive changes (e.g. update of a website, addition of a website) will be made by the Centre for Learning and Teaching (See E4).

## F. Procedures

1. Prior to the creation or revision of a Syllabus for an upcoming Course, the Instructor shall consult with the Course Syllabus Guide (Appendix A), and any applicable Syllabus elements specified by their Academic Unit, and ensure that all mandatory components are included in the Syllabus. In addition to required administrative, academic and assessment Course information (Course Syllabus Guide Section A), all Syllabi should contain brief University Statements as outlined in Course Syllabus Guide, Section B). All Syllabi should also provide a link to University Policies, Guidelines and Resources for Learning (Course Syllabus Guide, Section C). Instructors may choose to include items from Course Syllabus Guide, Section C, in their Syllabus. (See D3)

2. On or before the first class, the Instructor will provide the Syllabus to all Students, either online (e.g. through the LMS), as a paper copy, or both. Important elements of the Syllabus should be reviewed during the first class (with explicit reference to academic integrity), including the requirement that Students must read and adhere to the Syllabus (see section D8).

3. Prior to the start of the Course, the Instructor will also send an electronic copy of their Syllabus to the Academic Unit Head. Academic Unit Heads shall be responsible for retaining electronic master copies of Syllabi each term in accordance with Dalhousie Records Management Policy in a Dalhousie approved electronic repository (See Electronic Information Storage Guidelines.) Academic units will transfer Syllabi in the format received from the instructor to the Dalhousie University Archives on a rolling basis, in accordance with records management procedures, after 10 years per year. The Dalhousie University Archives will be responsible for retaining a historical record of Dalhousie Syllabi in a closed repository. While in the permanent custody of the Archives, the release of Syllabi will be authorized through the Academic Unit, Faculty, or Registrar's Office. Copies of Syllabi held in this repository will be

accessible upon request to a student who has been confirmed to have taken a particular course, or





Course-specific policies (established by Instructor or by class consensus)

- Course policies on missed or late assignments, labs, tests, mid and final exams
- Notification to students whether or not the Student Absence Declaration is approved for use by students in the course
- Notification to students if and how plagiarism detection software is being used by the instructor in the course
- Notification of whether lectures are being recorded and whether or not students may record lectures (subject to change based on unexpected accommodations during the course)
-



responsible for ensuring they are aware of and observing any applicable laws of the country they are connecting from

- Any other information required by the applicable Academic Unit
- Notify students if class is being recorded and remind students about their rights and responsibilities with respect to lecture recordings and the recording of lectures as per the Classroom Recording Protocol. Identify alternative means of participation and asking questions for students who do not want to be recorded

\*See the Online Exam Toolkit for more information.

Include links to instructions or tutorials on the use of software platforms

Netiquette guidelines

Time Management supports (including subscribing to Brightspace notifications)

Online participation guidelines (i.e. for discussions and other types of assessments), including tools used for participation and how to use them

Online group work guidelines where required

Outline of course modules

Ergonomics and importance of physical and mental health in a fully online learning program

## SECTION B: UNIVERSITY STATEMENTS

NB: Ideally these statements should be integrated into the learning of the course, cultivating a culture of curiosity and helping to ensure a deeper understanding of their meaning.

Provide the following links and brief statements:

- Territorial Acknowledgement:

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.

NB: Instructors may wish to create personalized acknowledgement of the unceded territory of the Mi'kmaq nation in lieu of the Dalhousie statement.

Instructors are encouraged to discuss the purpose of the inclusion of the statement with their class making explicit the connection of their statement with the content of their course

Td ( )Tj [(di)-2 (s)4 (c)-1 (us)-1 (s)4 ( t)-2 ( Tc )1 (o)2. 0 Tc 0 Tw 29 -34.515 -1.15 Td [(Td ( )Tj ta)1 (t)5



members, towards each other, towards instructors, and towards guest speakers. While expressions of differing perspectives are welcome and encouraged, the words and language used should remain within acceptable bounds of civility and respect.

- Diversity and Inclusion - Culture of Respect

## Student Use of Course Materials

Black Student Advising Centre  
International Centre  
South House Sexual and Gender Resource Centre  
LGBTQ2SIA+ Collaborative  
Dalhousie Libraries  
Copyright Office  
Dalhousie Student Advocacy Services  
Dalhousie Ombudsperson  
Human Rights and Equity Services  
Writing Centre  
Study Skills/Tutoring  
Faculty or Departmental Advising Support

### Safety

Biosafety  
Chemical Safety  
Radiation Safety  
Laser Safety