Guidelines for Syllabi
Committee on Instruction

All COI guidelines can be found at the following link: https://barnard.edu/provost/teaching/courses.

Enumerated below are several important considerations when crafting a syllabus. These issues are commonly addressed when the COI requests a syllabus revision.

 Participation

- In general, participation should not be more than 15% of the total grade; if you feel higher participation is appropriate, justify your choice with a specific breakdown of how this credit will be earned and assessed.

 Seminar vs. Lecture

- General rule: “three hours per week in and/or outside of class per point.”
- A seminar course is usually 4 points; a lecture course is usually 3 points.
  - Time commitment: A 3-point course meets twice a week and does not have a mandatory discussion section.
  - Workload: Seminars require much more work and research outside of class than do lectures.
- Seminars typically focus on written assignments; lectures typically focus on exams.

  For more information, please see the COI policy on course points below.

 Graded Assignments

- Graded assignments should be evenly distributed over the course of the semester, with at least one substantial graded assignment due early in the semester.
- No one assignment should be more than 40% of the total grade, unless the given percentage is specifically broken down and justified (as in the case of seminar research work, e.g.).
- Make sure your expectations for the course are clear and specific. Assignment topics and lengths, for example, should be unambiguously stated. Please also include a course outline, which must state lengths of readings (i.e. page numbers or ranges) and specific due dates for assignments.

 Learning Outcomes

- Use bullet points, not paragraphs.
• Each syllabus should have 3-5 outcomes.
  o Note: List the most important outcomes first.
• Be specific and concrete: be clearly able to assess the desired outcome or skill.

• **Example learning outcomes:**
  o Demonstrate broad factual knowledge of the intellectual origins, key figures, works, and approaches in [key topic].
  o Compare and contrast different interpretations or analyses of the main problems or phenomena studied by selected theorists (e.g. *key topic, key topic, key topic*).
  o Write focused essays analyzing the key arguments, concepts, and issues or questions in assigned readings.
  o Develop a clear and persuasive argument supported by textual evidence.
  o Apply concepts from ecophysiology to evaluate how the various social and physical drivers of the environment affect animals and ecosystems.
  o Use writing as a way of crystalizing thought, and improve writing clarity and precision through a multi-step drafting process.
  o Develop a completely functional computer experiment which 1) instructs viewers how to complete the experiment, 2) displays experimental stimuli, and 3) collects their behavioral responses.
Policies

The COI strongly recommends that you include on your syllabus the policies listed below.

- Honor Code
  - [https://barnard.edu/dos/honorcode](https://barnard.edu/dos/honorcode)
  - When including the Honor Code on your syllabus, please add a statement acknowledging that it has been updated. For example, “established 1912, updated 2016.”

- Wellness Statement
  - [https://barnard.edu/blais/faculty-resources#wellness](https://barnard.edu/blais/faculty-resources#wellness)

- Office of Disability Services Statement
  - [https://barnard.edu/provost/teaching/courses](https://barnard.edu/provost/teaching/courses)

- Affordable Access to Course Texts Statement
  - [https://barnard.edu/provost/teaching/courses](https://barnard.edu/provost/teaching/courses)

- Class Attendance Policy
- Class Laptop Policy

The following policies are listed here for your information.

- **Policy on Course Points**
  - Please see the following web page for the Columbia College and School of General Studies “Guidance on Course Points”:

- **Institutional Review Board (IRB)**
  - If you are using interviewing or another type of research or human subject-based research in your course, please visit [https://barnard.edu/provost/research-professional-development/irb](https://barnard.edu/provost/research-professional-development/irb) for information regarding research protocol.

For a list of other College-wide policies, please refer to the Provost’s website at the following address: [https://barnard.edu/provost/institutional-policies](https://barnard.edu/provost/institutional-policies).