

Guidelines for CPHS Course Syllabi

a) A syllabus should be provided to students on or before the first scheduled meeting of the course. CPHS course syllabi must contain the following information:

1. Course title; credits; academic year and semester
2. Faculty names, office locations, telephone numbers and email addresses
3. Instructor and TA names, office locations, telephone numbers and email addresses
4. Office hours (either scheduled or by appointment)
5. Class time, and location (if available)
6. Course description (should match course description in course catalog)
7. Textbook and other resources
8. Course objectives and the program educational objectives covered by those course objectives.
9. Assessment (grading scale; weights of exams, quizzes, assignments, papers, etc.)
10. Policy for absence from class or exam
11. Statements about special accommodations and honor code (see below for suggested statements)
12. Statement about the use of electronic devices (optional: see below for suggested statement)
13. Semester schedule for course (especially exams, and assignment due dates)

b) The AAC recommends that the above information (2-4 pages) is together. Any additional information that is provided to students should be separate from this basic information in the syllabus. The AAC will collect current pharmacy course syllabi each semester.

c) Suggested Statements on disability, honor code, and use of electronic devices

i. Disability Statement

It is the policy at Drake University to accommodate students with disabilities, pursuant to federal law and state law. Any student with a documented disability who needs accommodation, for example in arrangements for seating, examinations, note-taking, should contact Student Disability Services at 515-271-1835. Once the appropriate documentation is received from the Student Disability Services Office, please provide it to the instructor as soon as possible.

ii. Honor Code

All University and College policies regarding student and instructor conduct and academic integrity apply to this class. The College's Honor Code Policy may be found at the following website: <http://pharmacy.drake.edu/> If you have various

assignments that are not typical academic exercises (papers, exams, etc.) then you will want to include those in an additional statement: Examples of Honor Code violations in this course include, but are not limited to, indicating attendance in class, _____.

iii. Electronic Devices

Use of laptop computers and handheld electronic devices (i.e. phones, PDAs, iPods, etc) is permitted in class during specified times to assist learning. Any use of any device that leads to distraction from the learning for other students will not be tolerated. Inappropriate use may include viewing online content not related to the class (including social networking sites), text messaging, answering phone calls, viewing video, and listening to music on such devices.

Repercussions for inappropriate use are at the discretion of the course instructor and may include, but are not limited to, dismissal from the class session, temporary confiscation of the device, and/or reporting the incident as an Honor Code violation.

August 2011