

## **SYLLABUS**

By the second meeting of the semester, the instructor will provide the Graduate Office\* and each student in class with a course syllabus. The syllabus which should contain at least the following information:

1. The instructor's name and a method of reaching the instructor.
2. The instructor's attendance policy for the course.
3. A list of required and optional texts.
4. Course goals objectives and topics
5. A list of texts for the course, indicating which are required and which are optional.
6. The course requirements: papers, projects, examinations (with due dates, if possible).
7. The method of grading.
8. Any other pertinent information relative to the instructor's conduct of that course.
9. The statement "Salem State College is committed to providing equal access to the educational experience for all students in compliance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act and to providing all reasonable academic accommodations, aids and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak with the instructor immediately. Students with Disabilities who have not previously done so should provide documentation to and schedule an appointment with the Office for Students with Disabilities and obtain appropriate services.
10. Instructors who develop course requirements as the semester goes along will so indicate on the syllabus. Once requirements have been established, students will receive a written and dated copy of them and of the method by which the final grade will be computed. This statement will be distributed prior to the end of the twelfth week of the semester.

If in the professional judgment of the instructor it is necessary to modify course requirements during the semester, students will be given a written and dated copy of the modifications. Such modifications will be consistent with the nature and purpose of the course.

\*Syllabi kept at the Graduate Office are not for student use.