

DEVELOPING QUALITY SYLLABI

STUDENT SUCCESS: A GOAL

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And

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The Purposes of this Workshop

PURPOSES

➤ **IMPROVE STUDENT LEARNING**

Clear Expectation of Students

Responsibilities of Faculty

➤ **SYLLABI CONSTRUCTION**

➤ **ADDRESS SACS GUIDELINES**

➤ **MOVE THE UNIVERSITY FORWARD TOGETHER**

CLEAR EXPECTATIONS FOR STUDENTS

**STUDENTS WILL KNOW
HOW THEY WILL BE
EVALUATED
SPECIFICALLY**

**LEARNING OUTCOMES
WILL BE CLEARLY
ARTICULATED**

SYLLABI CONSTRUCTION

WHAT TO INCLUDE AND WHAT
NOT TO INCLUDE

**USE OF UNIVERSITY
TEMPLATE IS
MANDATORY**

SEE JSU WEBSITE/ACADEMIC
AFFAIRS FOR SPECIFICS

ADDITIONAL INFORMATION IS OPTIONAL

EXAMPLES INCLUDE: MAKEUP
POLICIES, LATE PAPERS,
UNEXCUSED ABSENCES, ETC.

DUAL LISTED COURSES

- If you are teaching an Undergraduate/graduate level course the expectations should be different. In other words, the graduate level course should have different objectives and learning outcomes. Objectives and outcomes should be CLEAR, CONCISE, AND measurable. The key point is that content for both courses should reflect RIGOR!

ALIGN OUTCOMES WITH COURSE CONTENT AND ASSESSMENTS

- LEARNING OUTCOMES MUST BE INDICATED IN SPECIFIC PORTIONS OF THE SYLLABI. FOR EXAMPLE, IF A LEARNING OUTCOME IS TO DEMONSTRATE KNOWLEDGE OF CLASSICAL SOCIOLOGICAL THEORIES THEN YOU MUST INDICATE IN THE SYLLABI WHERE YOU WILL EVALUATE THE STUDENT ON THIS OUTCOME

GRADING

- GRADING POLICIES AND PROCEDURES MUST BE CLEAR
- BE SPECIFIC AS TO WHAT CONSTITUTES A PARTICULAR GRADE. **“A= 90 AND ABOVE” IS INSUFFICIENT. THE STUDENT MUST KNOW EXACTLY WHAT CONSTITUTES AWARDING OF AN “A” GRADE, “B” GRADE, ETC.**

ASSESSMENT RUBRIC

- Your syllabi should inform the student of what constitutes a particular grade. What does receiving an “A,” mean or a “B,” etc. mean? Clarity is important.

SEMINAR PREPARATION AND PARTICIPATION

Students will be evaluated weekly by the faculty member for the quality of their preparation of class and their willingness to participate in the discussion. This is a seminar and not a lecture course, so student **MUST** attend weekly and prepare diligently. The following matrix will be used for evaluation.

5	Comments connect different ideas and arguments. Work by the same author is compared to each other and then to other authors. Opinions and thoughts are supported by evidence or specific examples. This is the most valuable form of participation. Primary and secondary texts are integrated in the analysis. Connections are made to other classes and integration with other disciplines or subfields of political science.
4	Comments demonstrate a reading of the material and the student can carefully describe the materials read. Beginning interpretations are provided that demonstrate an awareness of how the material connects to other authors and other works. Connections are made to personal opinions and evaluations.
3	Comments are relevant to the discussion and build off of previous points of participants. Opinions are not given support and evidence is not provided. Description of text statements and questions regarding content indicate the student has read the material prior to class. This is a good start for participation, but the professor will push you to further develop your ideas. Connections are made to personal experiences.
2	Comments are not relevant to the discussion or to the material at hand. This is a person talking to hear their own voice and to claim they have participated. Questions and comments demonstrate student has not carefully read the material prior to class. This form of participation has no role in a graduate (or even undergraduate) classroom. It also indicates a student who has not been prepared for class.
1	Comments are so superficial or irrelevant as to be a distraction to the class and to the discussion. The line between a "2" and a "1" is a fine one. No participation, no engagement in the discussion. You might as well just stayed home.

PEER FEEDBACK

In order to provide accountability and feedback, students will assess their own participation in the seminar discussion and one other student each seminar class period. You will receive this feedback the next class period. This grade (your own and your peers) will be part of your Peer Feedback grade. You will assess each person (1 (low) -5 (high)) on the following indicators:

- Seminar participant demonstrates a careful reading of the assigned texts.
- Seminar participant uses evidence from the text to support her analysis and arguments.
- Seminar participant connects the readings to the secondary texts (e.g., Arnhart) and the views of other philosophers.
- Seminar participant builds on the arguments made by other members of the class.
- Seminar participant asks questions that further the discussion in the class and the understanding of the text.

Michelle D. Deardorff
Department of Political Science
Graduate Seminar Matrices

ADDRESS SACS GUIDELINES

- In order to be in compliance with our accrediting agency (i.e. *Southern Association of Colleges and Schools*), **MUST** be able to demonstrate that our students are learning what we expect of them.
- If we can demonstrate what our students should know and illustrate that they know or don't it with *hard* data this will assist us with assessment.

- With these assessment data the data can be used to inform curriculum revisions, if necessary.
- The rubric identified above is ONLY one example of how students can be evaluated. Obviously, what is contained in the rubric is determined by the individual instructor.

- Remember each learning outcome **MUST** be identified specifically within the syllabi. For example if you are covering Margaret Walker Alexander, James Baldwin, and E. Lynn Harris during the first three weeks of class and have an exam scheduled for week 4 covering these authors indicate it in the syllabi.

- An additional comment regarding syllabi
- References should be up-to-date and should contain correct information. This NOT only applies to the additional references at the end of the syllabi but also under the section “Required Textbook(s).”

MOVE THE UNIVERSITY FORWARD TOGETHER

- Questions & Answers