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PROVOST INSTRUCTION 1531.82A

From: Provost, U.S. Naval Academy

Subj: COURSE POLICY AND SYLLABUS CONTENT

Ref: (a) Altman, Howard B. & Cashin, William E (1992, Sep) Writing Syllabus. iDEA PAPER no. 27.
        (b) Davis, B. (2009). The comprehensive course syllabus in *Tools for teaching* (2nd ed.)San Francisco, CA: Jossey-Bass.
        (c) O'Brien, J., Millis, B., & Cohen, M. (2008). Course Objectives in *The course syllabus: A learning-centered approach* (2nd ed.). San Francisco: Jossey-Bass.

1. Purpose. To publish guidance regarding required information and policies for course policy statements and syllabi.

2. Background

    a. Part of the Naval Academy's mission is to offer a high quality and challenging education to all midshipmen. At a minimum a course policy statement and/or syllabus supports the mission by conveying the goals that faculty members have for the course and the expectations they have of students. In order to meet this mission, it is necessary to ensure that students are informed of the expectations required within each course as well as the resources available to them.

    b. As the disciplines, course offerings, and faculty at the Naval Academy are, by nature of the institution, diverse it is necessary to provide regularly updated information at the course-level. This instruction is intended to provide overarching guidance for communicating basic information and is not intended to preclude faculty from disseminating additional information or policies relevant to their teaching, classroom management, or particular courses.

    c. By virtue of the diversity of courses offered in different disciplines at the Naval Academy, faculty and administrators may find that they use different terms to refer to course documents that provide the basic section and instructor information, expectations of students, policies relevant to the overall course, and the general schedule of topics and graded activities. Typically the terms used are "course policy statement" or "syllabus." There is no single ideal model of either course policies or syllabi that adequately serves the entire Academy. This

instruction applies to documents referred to by either name.

3. Content Areas

   a. References (a) and (b) support that at a minimum, a course policy statement or syllabus shall include:

   1) Course information

      a) Course title, catalog number, and credit hours.

      b) Prerequisites and corequisites.

   2) Instructor information

      a) Name, title or rank.

      b) Statements to encourage students to contact faculty by minimally providing faculty office location, office phone, email, and hours for extra instruction and contact procedures.

   3) Course Materials

      a) Textbooks (including edition and author(s)), readings, additional materials (video, equipment, software, etc.).

      b) As appropriate, the location of materials (BlackBoard, library reserves, etc.).

   4) Course Outcomes and Description

      a) Course outcomes written as student-centered statements of the learning that students will be able to demonstrate by course completion. Guidance on writing outcomes is provided in ref (c).

      b) Description of the course that minimally repeats the information provided in the course catalog, but may provide additional information about the value of the course, instructional methods, etc.

   5) Course schedule or calendar

      a) The planned schedule of topics to be covered.

      b) Due dates for major assignments, tests, projects or other formal assessments.

   b. A course policy statement or syllabus will include policies addressing:

   1) Dignity and respect, including expectations of classroom behavior and civility.

2) Academic Integrity and Collaboration.

    a) Statement on plagiarism and cheating.

    b) Acceptable use of generative AI and online resources

    c) Course-specific expectations for student collaboration.

3) Grading, including adequate information for students to know how they are being evaluated and how various factors translate into grades for the course.

4) Late or missed assignments/exams policy(ies).

5) Expected format for assignments.

6) Expectations for remote class attendees that, to the greatest extent possible, follow the same expectations for students physically in the classroom (e.g., grooming standards, attentiveness, and participation) and also address remote specific topics such as use of cameras, headsets, muting microphones, and so on.

7) Statement regarding the recording of on-line/remote classes (e.g., video, chat, break out rooms), that indicate the recordings will be managed/maintained by the instructor for educational purposes (e.g. to provide a video of a lecture to absent students or for study review). Additionally, it is recommended that instructors announce that they are beginning a recording to eliminate expectations of privacy.

c. Suggested information

1) Resources. In addition to extra instruction offered by faculty members, the Naval Academy offers students a range of assistance that students should be encouraged to use and course policy statements and syllabi are an appropriate place to share this information.

    a) Resources include, but are not limited to librarians, the Library Citation webpage, departmental resources, and the Class of 1963 Center for Academic Excellence ("AcCenter").

    b) Additionally, if faculty members require students to document use of outside resources this should be explicitly stated within the course policy statement or syllabus.

2) Statement that the course policy statement or syllabus may be subject to change and how this change will be communicated to all students.

d. Course policy statements and syllabi shall be provided in English for English-based courses. In upper-level foreign language or culture courses, the original course policy or syllabus may be provided in another language as appropriate; however, an accurate, complete English translation must be available upon request to students, faculty and staff and/or

administrators.

4. Actions

    a. Faculty members will provide students with the course policy statement or syllabus (the document or documents that include the information indicated in 3.a. and 3.b.) at the beginning of the semester and review their policies with the students during the first week of class.

    b. Department Chairs will ensure that this instruction is adhered to by collecting and retaining the complete course policy statement and/or syllabus for each section. In cases where the Chair determines that the documents across sections of the same course are substantially the same s/he may choose to retain a single document (where the Chair deems appropriate an appendix can be used to document the differences). Collection may be physical or electronic, and should be included in the department's annual command history report and retained in order to be available on request by current or former midshipmen, faculty and staff members.

    c. A course policy statement or syllabus may change during a semester. Changes will be discussed and disseminated to each student. Significant changes should be provided to the department chair consistent with 4.b.

    d. School Deans will ensure all faculty members are thoroughly briefed on the policies and responsibilities in this instruction.

5. Records Management

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the U.S. Naval Academy Records Manager or the DON/AA DRMD program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Associate Provost for Academic Affairs will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

A. T. PHILLIPS

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Provost Issuance Website, https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php