**EECE Department Course Syllabus Guidelines**

As per University requirements and the College of Engineering Faculty handbook, each instructor is expected to provide students a syllabus for their class section on the first day of class during the term. In addition, it is also a requirement of the University that, for the purposes of assessment, **all** classes have syllabi that include statements of intended student learning outcomes. Note: the ABET course objectives listed for ELEN, EECE and COEN courses are the same as – the (NCA) student learning outcomes for a course.

Also per University requirements, course syllabi are to be available on the course’s D2L site by the time of the first class.

The recommended form for an EECE class syllabus contains, at a minimum, the following information:

1. Course designator (ELEN, EECE or COEN course number) and title of the course,
2. Course description from the catalogue,
3. Prerequisites for the class,
4. Required and optional materials (textbooks, supplies, software, etc.),
5. Course Goals,
6. Course Objectives (also known as the “By the end of this course, you should....”),
7. Topics covered, tentative schedule, and, if possible, the sections of the text associated with the topic,
8. Instructor name, office, phone number, e-mail address, and office hours,
9. Attendance Policy ( see below)
10. Grading Policies, including how the grade will be assigned and the scale for grading,

The university now requires that students MUST be informed of the course attendance policy as well as the policy on make-up work on the first day of class and in writing, referencing the university attendance policy at <http://bulletin.marquette.edu/undergrad/academicregulations/>

Considerable latitude is given to the instructor regarding the format of the course syllabus provided that the minimum required information appears somewhere in the document.

Many instructors also include additional (optional) informationincluding other policies relevant to the course such as exam dates, final exam date, information on the types of work that will be required of the student, homework submission policies, the URL web address for the College and department’s policy on academic honesty, teaching assistant information, use of Turn-it-in, D2L, etc.

The following statement for use in course syllabi has been provided by the Office of Disability Services ….

Students with disabilities may be entitled to accommodations and/or academic adjustments designed to give them equal access to the university's resources. The procedures guiding the accommodations process are detailed at the Office of Disability Services website <http://www.marquette.edu/disability-services/procedure.shtml> or by contacting the Office of Disability Services at 414-288-1645 or by e-mail at [ods@marquette.edu](mailto:ods@marquette.edu). The Office of Disability Services is located in the 707 Building, Room 503. If approved for accommodations, the student will receive a letter from ODS describing the accommodations; the student must then deliver this letter to the instructor within one week of the start of the semester. Student will work together with the instructor to incorporate the accommodations as needed.

For your use when creating the syllabus for your class, Word files of the ABET outlines for ELEN, EECE and COEN undergraduate courses, with the course description, course goals, and course objectives, are available by following the links from <http://www.eng.mu.edu/schneide/resources.html>.

Also available from this URL are several syllabus examples for classes offered in the past.