

Tennessee State University
College of Liberal Arts
Syllabus Requirements

Required Information

Course Title, Prefix, Number, and Section Number

Class Meeting Times and Locations (if applicable)

Instructor Name, Office Location, Office Hours, Work Phone, and University Email Address,
Zoom link if using for any office hours

Communication Guidelines (How can students most effectively contact the instructor? Within what timeframe can they expect a response?)

Catalog Course Description

Course Purpose, Rationale, and General Goals and Objectives

Intended Course Audiences (Who is expected to take the course? What prerequisites must be satisfied for enrollment in the course?)

Course Learning Outcomes

Program and Institutional Learning Outcomes (How does the course support degree program learning outcomes and the University's institutional learning outcomes?)

Evaluation Procedures for Learning Outcomes (How will the achievement of each learning outcome be measured? What constitutes mastery of each learning outcome?)

Topics Covered in the Course

Course Schedule (Detailed calendar of topics, assignments, activities, and examinations.)

Attendance Policy (Must be consistent with the policy in current University catalogs.)

Academic Integrity Expectations

Learning Resources

Textbook and Reference Materials

Library Resources

Tennessee State University
College of Liberal Arts
Syllabus Requirements

Academic Support Resources

Technology Requirements

Grading Policy (What must students be able to do to earn a grade of A, B, C, or D in the course?)

Normal Timeframe for the Evaluation of Student Work

University Equity and Access Statement

University Sexual Misconduct Statement and Confidentiality Considerations

University Disability Services Statement

Other Student Support Resources

For Art & Design and Music, Health & Safety Information