Syllabus Guidelines*

1. Course title, prefix, number, and term
2. Instructor name, contact information, office hours
3. Course description including purpose or place of course in program of study
4. Statement of main course learning goals you expect students to achieve in relation to the Program Learning Priorities established by your program. For courses in the major, a course-by-course guideline can be found here: Course-by-Course.
5. Required and recommended texts, materials, and resources
6. Explanation of graded assignments, their contribution to determining the course grade, and the grading scale
7. Schedule of readings, assignments, exams, etc.
8. Instructor’s policies and expectations
9. Academic integrity policies and procedures: http://www.drexel.edu/studentlife/community_standards/overview/
10. Students requesting disability services at Drexel should present a current accommodation verification letter issued by the Office of Disability Services (ODS). Additional information at http://www.drexel.edu/oed/disabilityResources/, 3201 Arch St., Suite 210, Philadelphia, PA 19104, (215) 895-1401 (V); (215) 895-2299 (TTY).
11. University policies on dropping or withdrawing from courses as well as many other subjects can be found here: http://www.drexel.edu/provost/policies/
12. A variety of services available to students, faculty and staff are identified here: http://www.drexel.edu/studentlife/ This is optional information you might consider making available to students:
   - English Language Center: English language instruction and support. Find us at: http://www.drexel.edu/elc/.
   - The Drexel Writing Center: In-person and online: http://drexel.edu/engphil/about/DrexelWritingCenter/.
   - For medical emergencies call Public Safety at (215) 895-2222 or dial 911. For medical transport to the Student Health Center students can call Public Safety at (215) 895-2822.
   - To make an appointment for Counseling Center services, visit the Creese Student Center, Suite 201, call (215) 895-1415, or email counseling@drexel.edu.
   - The Drexel Student Health Center (DSHC), located at 3201 Arch Street, is staffed with faculty physicians from the Drexel University College of Medicine.
   - The Drexel Convenient Care Center is located at 16th and Chestnut Street. This is not a part of the Student Health Center. Their phone number is (215) 399-5890.
   - Students may access the Women’s Care Center (WCC) on the Center City Hahnemann Campus. WCC offers comprehensive Family Planning (contraception, STD screening and treatment and counseling), gynecologic and obstetric services.
   - Victim Support and Intervention Services, a service of the Office of Counseling & Health, is located in the Creese Student Center, Suite 215. VSIS offers a secure environment where individuals can feel comfortable and safe, with a guarantee of your privacy. Drexel students, faculty, and staff can contact VSIS if they have been a victim of or impacted by a crime, physical trauma, or significant injury and require support or intervention services. For crisis counseling or emergencies to reach an on call counselor after regular business hours call (215) 416-3337.

* A fuller explanation and updates to this information may be found here: http://drexel.edu/dcae/teaching/syllabus-guidelines/