Syllabus Work Week

Making Policies Meaningful for Students
Facilitator Team

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Office Hours: 2-3 PM

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Honoring and Acknowledging
Syllabus Work Week

Webinars:
- **Monday**: Communicating Logic and Alignment
- **Tuesday**: Composing with the Learner in Mind
- **Wednesday**: Increasing Equity and Transparency
- **Thursday**: Making Policies Meaningful for Students
- **Friday**: Guided Peer Review Session

Daily office hours 12-4pm:
- Sign-up for a 30min consultation alone, with a buddy, or as small group
- Link: [Office Hour Sign-Up](#)
The Intentional Syllabus Defined

Being intentional about syllabus composition means we:

• Provide a clear road map for learning with aligned goals, checkpoints, and conditions.
• Center the learner and learning experience.
• Clearly communicate expectations on individuals and groups (if given).
• Being descriptive and transparent about conditions and process of weekly student engagement and the assessment.
• Meet diverse learners where they are at rather than to make assumptions about preparedness or familiarity with conventions.
• Optimize and illustrate accessibility and inclusivity.
What's a policy and why have it?
What is a policy and why have one?

• Policy: a course or principle of action adopted by an individual or group
  • "a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions" (Merriam Webster)

• Rationale includes setting of expectations and accountability, and developing a strong culture
Considering Policies

- Audience(s)
- Content
- Goals
- Tone
If policies should help students in anticipated and unexpected circumstances, shouldn't their tone reflect caring while being clear on the expectations?
Handling Institutional Policies

Link to mandatory policies
(Syllabus Project, Academic Affairs)

Comment on policies as a whole or highlight specific ones in your own words

Use recommended language and/or use your own – what are you signaling?

Example for Link:
"Please carefully review the course relevant policies of the UA here: https://academicaffairs.arizona.edu/syllabus-policies.
The entirety of UA Policies can be found here: https://catalog.arizona.edu/policies."
Leveraging Course Policies

Context

Progress and Completion

Culture and Community
Policies on a Syllabus

- Syllabus policies outline required and recommended content
- The structure and labels are your choice!

Let’s take a look at the GE Intentional Syllabus...

3.1 Progress and Completion
Makeup Policy for Students Who Register Late (recommended)
Statement on whether students who register after the first class meeting may make up missed assignments/quizzes and the deadline for doing so.

Absence and Class Participation Policy (required)
The university provides required language, but instructors may include information related to their own pedagogical approach, philosophy of participation/absence, and other pertinent information.

Late Submissions and Revisions Policy (recommended)
Policy on grace periods and late submission guidelines. Policy on revision and resubmission of assigned papers, with appropriate deadlines. Explain grading implications.

Grading Scale and Policies (required)
Provide a detailed explanation of the methods of evaluation and how the final grade will be calculated, including components/assignments, weightings, evaluation criteria, explanation of how late work will be graded, and description of extra-credit opportunities.
- Specify the grade distribution for the course. University policy regarding grades and grading systems are available at [http://catalog.arizona.edu/policy/grades-and-grading-system](http://catalog.arizona.edu/policy/grades-and-grading-system)
- Explain that requests for incomplete (I) or withdrawal (W) must be made in accordance with University policies, which are available at [http://catalog.arizona.edu/policy/grades-and-grading-system#Incomplete](http://catalog.arizona.edu/policy/grades-and-grading-system#Incomplete) and [http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal](http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal) respectively.
- Dispute of Grade Policy (recommended): Provide the acceptable time period for disputing a grade on a paper, project, or exam.
Example: A Tourist Guide

How does your class culture and society work?
What would a visitor need to know to live and work successfully?
Examples and Handout
From Theory to Practice

What are three concrete ways that you can implement what you have heard today in your syllabus/class?

1.

2.

3.
Next Up!

Friday: Structured Syllabus Peer Review

Daily office hours 12-4pm
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