



# Syllabus Work Week

Making Policies Meaningful for Students



# Facilitator Team



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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

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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?

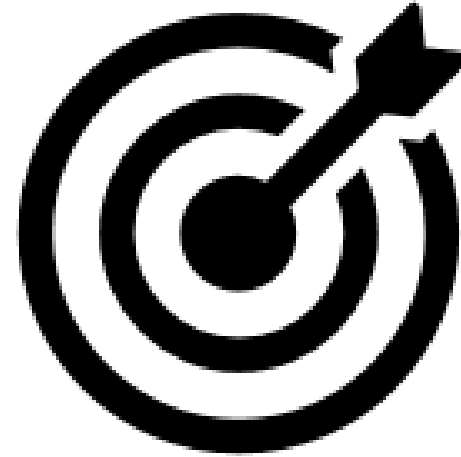
- Policy: a course or principle of action adopted by an individual or group
  - "a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions" (Merriam Webster)
- Rationale includes setting of expectations and accountability, and developing a strong culture



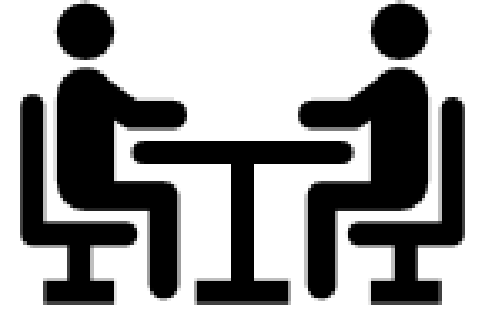
Audience(s)



Content




Goals



Tone

Considering Policies





If policies should help students in anticipated and unexpected circumstances, shouldn't their tone reflect caring while being clear on the expectations?

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# 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



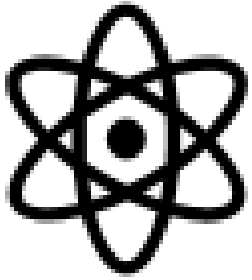
Use recommended language and/or use your own – what are you signaling?

Example for Link:

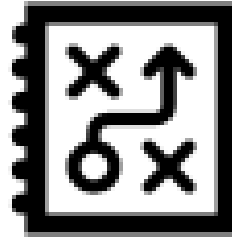
*"Please carefully review the course relevant policies of the UA here:  
<https://academicaffairs.arizona.edu/syllabus-policies>.*

*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

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- 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>
- 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> and <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 you 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!

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**Friday:  
Structured Syllabus Peer  
Review**

**Daily office hours 12-4pm**

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