

**SYLLABUS
WORK
WEEK**

The Instructor's Guide to Syllabus Composition

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Wednesday, Aug 16th, 2023 | 10-
11am

Institutional Syllabus Policies and Websites

Undergraduate Syllabus Policy

- <https://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-undergraduate-template>
- Recommended Gen Ed syllabus template (Gen Ed Refresh): <https://ge.arizona.edu/syllabus-guidelines>

Graduate Syllabus Policy

- <https://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-graduate>
- Graduate Syllabus Policy (Graduate College): <https://grad.arizona.edu/policies/academic-policies/graduate-college-syllabus-policy>

GE Syllabus Template

The downloadable GE Syllabus Template (Word format) provides a “plug n’ play” version of the template provided. Please feel free to modify and make it your own*!

*Please be sure that syllabi are in compliance with [UA syllabus policies](#).





WEB-BASED GUIDE

DOWNLOADABLE GUIDE



DOWNLOADABLE TEMPLATE



In addition to serving as a learning and communication tool in learner-centered instruction, the syllabus is also a contract between institution, instructor, and students. Along with clear learning outcomes and assessments, stated policies are fundamental requirements for all three parties. In the case of institutional policies, you may be able to simply include a reference and a link (<https://catalog.arizona.edu/syllabus-policies>) rather than the full policy text, but you could also add your own comments to translate policies for your students in an accessible language. We encourage you to explain why some policies are included or highlighted in your syllabus and how they contribute to your overall pedagogy.

Using the Template to Revise Policy

Late Policy: Unless otherwise noted, all deadlines are scheduled for Mondays at 11:59 pm. Please do your best to keep us updated if extensions are needed. If we haven't received an assignment within a week of the due date, we will check in with you. There is no penalty for late work.

Late Policy

Unless otherwise noted, all deadlines are scheduled for Tuesdays at 11:59 pm. Please do your best to keep us updated if extensions are needed. There is no penalty for work that is just one or two days late but if you need more of an extension, you must discuss this with the instructors. Some work is scaffolded or directly impacts peers and needs to be completed in a timely manner. This course is designed to build off of each reflection, peer response, and learning opportunity, therefore work turned in late will cause participants to fall behind and potentially be unable to complete the course.



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Thank you!

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<https://ge.arizona.edu/support/syllabus-work-week>

<https://ge.arizona.edu/syllabus-guidelines>