

Syllabus Submission Guidelines for Core Curriculum Courses Updated March 2021

For current submission deadlines please check the submission deadlines on the Core Website. They are listed on bottom right of the [Faculty Resources Page](#) of the Core Curriculum website

For Core Curriculum syllabus approval, please submit a cover sheet and syllabus to the Office of Undergraduate Studies (ugradstudies@scu.edu), with a copy to your department chair. Electronic submission of all documents as a *single* Word or pdf file is preferred. The following must be included in all submissions:

1. **Cover Sheet** specifying

- **Core area/requirement.**
- **Date application submitted.**
- **Faculty name(s) and department(s).**
- **Information about the course or sequence.**
 - Is this a current course? If so, give course number and title (and subtitle if it has one).
 - Is this a new course or new sequence?
 - If so, do not give a course number (unless you know your department has already created the course officially).
 - Do give a tentative title or topic.
 - For “Critical Thinking & Writing” (CTW) and “Cultures and Ideas” (C&I) sequences, the title is CTW or C&I, and the “topic” is the specific name you give to your version of the course.
 - Other courses may have a subtitle that should be included with the course title.
 - **Titles and topics may not exceed 30 characters** (including spaces); use “&” in place of “and.”
 - Will other faculty offer versions of this course that are not approved for the Core?
- **100 word maximum course description** for CourseAvail on PeopleSoft <https://www.scu.edu/apps/courseavail/?p=schedule>; if there is no change from a current course description, specify that.
- **Information related to assessment must be provided in the syllabus or on the cover sheet.**
 - Indicate which course assignments (e.g., papers, projects, exams, quizzes, written reflections) map to each Core student learning objective.
 - Assignment and activities may map to multiple learning objectives.
 - At least one activity or assignment must map to each learning objective.
 - For a list of the learning objectives for each area, *go to*:
<https://www.scu.edu/provost/core/faculty-resources/rubrics-reports-and-guidelines/>
 - Some faculty map learning objectives to assignments by including the learning objective(s) in parentheses after the assignments. Others provide a grid showing the alignment of assignments to learning objectives.
 - If this mapping is embedded in the syllabus, simply say “see syllabus.”

2. Syllabus

The syllabus should

- List the learning objectives for the Core area exactly as they have been written by the Faculty Core Committees. The approved text for the Core learning objectives is available at <https://www.scu.edu/provost/core/faculty-resources/rubrics-reports-and-guidelines/>
- contain the usual content for a course in your college/school and department, including
 - explicit expectations for student performance and attainment
 - explanation of how students will receive feedback on their performance and how it can be improved
 - course and/or departmental student learning objectives
- distinguish clearly between Core, department, and course learning objectives.

For the A&S College Policy on syllabi, see Chapter 6 of Protocols, Policies, & Procedures.

If your syllabus does not list the Core learning objectives, your cover sheet must include an explanation of how the learning objectives will be clearly communicated to the students.

Some Faculty Core Committees have posted additional guidelines or criteria. Please be sure your syllabus for any of those areas addresses the guidelines. See <https://www.scu.edu/provost/core/faculty-resources/rubrics-reports-and-guidelines/>

For Writing, C&I, and RTC sequences, please consult the learning objectives for all courses in the sequence to ensure that your course is preparing students for later courses and/or building on earlier courses.

Syllabi for both quarters of CTW and C&I sequences must be submitted together.

Please note the following additional information:

- Faculty are invited to consult with members of the Faculty Core Committees before submitting syllabi. See <https://www.scu.edu/provost/core/faculty-resources/committees/>
- The Office of Undergraduate Studies forwards submissions to the appropriate Faculty Core Committee for evaluation. Faculty Core Committees may approve the syllabus for the Core Area, recommend submission to another area of the Core, request revision and resubmission, or determine that a course is not appropriate for the learning objectives of the Core Area.
- Faculty wishing to appeal an FCC decision should contact the Core Curriculum Committee, which will seek a resolution. If the CCC cannot broker a resolution, the faculty member may appeal to the Academic Affairs Committee.
- Syllabus approval for the Core does not replace departmental approval. Syllabi must be submitted to department chairs at the time of submission to the Office of Undergraduate Studies. Please discuss course development with department chairs.
- Syllabus approval does not ensure that a particular course will be scheduled. Course scheduling and faculty assignments are handled by department chairs and deans.
- Some departments are developing syllabi that can be taught by more than one faculty

member. Ordinarily, approved syllabi will be available for other faculty to use when they teach the course. Any individual who prefers that only he or she teach a course based on a particular approved syllabus should inform the department chair and the Office of Undergraduate Studies.

- Some latitude is reasonable and expected in teaching an approved course. If a later version of a course changes significantly from the course that was approved, the new syllabus should be submitted to the Office of Undergraduate Studies, ugradstudies@scu.edu.
- The University recommends that syllabi include a statement on Disabilities Accommodations and an Academic Integrity Policy.