Upon the advice of the WASC visiting team, the WASC Steering Committee has asked the Vice President for Academics to require some minimum standards for each syllabus. Each syllabus should include, but not be limited to the items listed below.

During the first week of class, all faculty will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information: title, number, credits, prerequisites, location, meeting time.

2. Faculty information: name, office location, office hours, telephone, email.

3. Course readings/materials: course textbook(s), author, publisher. Supplementary readings (indicate whether required or recommended) and any supplies required.

4. Course description: content of the course and how it fits into the broader curriculum; expected proficiencies required to undertake the course, if applicable. May include, and must be consistent with, catalog course description. A listing of the departmental learning outcomes is required together with the ratings taken from department's matrix assessment document https://apps.byuh.edu/apps/pirat/Assessment/Academic_Programs/ representing the degree to which the course addresses each outcome.

5. A statement of Course Goals (more general) and Student Learning Outcomes (provide examples)

6. Instructional methods: describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. Course calendar: a schedule (daily or weekly major topics or assignments). You may call the outline Tentative or Work in progress to allow for modifications during the semester. Required dates on the course calendar are the “withdrawals from classes deadline” and the time, date, and location of the final exam, scheduled according to the University final exam schedule

8. Course policies: specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity. (the policies listed on the syllabus can act as a contract and will be referenced if a student greaves a faculty decision)

9. Evaluation: specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.)

10. A statement on academic honesty that references the university honor code with respect to academic honesty http://w2.byuh.edu/studentlife/honorcode/docs/ces.html#1 and that explicitly specifies which of the applicable actions described in the honor code document will be applied in the particular course.
11. University statement on sexual harassment

**Preventing Sexual Harassment**
Title IX of the education amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including Federal loans and grants. Title IX also covers student-to-student sexual harassment. If you encounter unlawful sexual harassment or gender-based discrimination, please contact the Human Resource Service at 780-8875 (24 hours).

12. University statement on disabilities

**Students with Disabilities**
Brigham Young University-Hawaii is committed to providing a working and learning atmosphere, which reasonably accommodates qualified person with disabilities. If you have any disability that may impair your ability to complete this course successfully, please contact the students with Special Need Counselor Leilani Auna at 293-3999 or 293-3518. Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures. You should contact the Human Resource Services at 780-8875.