

Course Syllabus Template  
College of Fine Arts and Communication

The course syllabus is an important course contract. It provides a detailed description of the course and policies. In developing your course syllabus, you can review past syllabi for the course and/or the original course proposal.

Please refer to ECU's Faculty Manual for additional information <http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/manual.pdf>

The Office of Faculty Excellence is another great resource to use when constructing your course syllabus <https://ofe.ecu.edu/office-for-faculty-excellence/teachingresources/syllabus-resources/>

The below elements represent areas to include in a syllabus:

1. Course description (catalog description/summary specific to your course)
2. Course Goals and Objectives (What will the students gain from taking this course? Include unit's core competencies. Use Bloom's Taxonomy for language.)
  - Faculty teaching General Education Courses (i.e. Fine Arts, Social Science, etc.) must include General Education Program Competency statement and Student Learning Outcomes, as approved at the time that the course received GE designation
  - Faculty teaching Domestic Diversity/Global Diversity courses must include DD/GD Competency statement and Student Learning Outcomes, as approved at the time that the course received GD/DD designation
  - For detailed information and sample statements please visit: <https://ipar.ecu.edu/wp-content/pv-uploads/sites/130/2020/02/RequiredSyllabusStatements.pdf>
3. Contact Information including office number, office phone number, email address, or technology links, etc.
4. Office Hours (5 hours during the work-week to be available to counsel students or to answer email)
5. Required texts and/or materials
6. Evaluation System and Grading Scale
  - Undergraduate Courses – Plus/Minus System (If percentage, take out to two decimal points for clarity with students)
  - Graduate Courses – A, B, C and F
7. Assignment and/or Exam Descriptions. Include total number of points or percentage of final grade.

8. Writing Intensive Statement (if applicable) – Check with Unit Writing Intensive Liaison for additional requirements such as University Portfolio requirement.  
<https://writing.ecu.edu/wac/about-wac/new-to-teaching-wi/>
9. Syllabus Statement Regarding AI/ChatGPT (if applicable) – Please refer to “Syllabus Statements Regarding AI/ChatGPT” located on CFAC Resources website:  
<https://artscomm.ecu.edu/links-and-information/>
10. Attendance Policy (if applicable) – For information on university excused absences see  
<https://deanofstudents.ecu.edu/home/university-excused-absence/>
11. Academic Integrity Policy – Faculty are strongly encouraged to include a statement regarding this policy in their syllabi.  
For sample syllabus and test statements please visit: <https://osrr.ecu.edu/wp-content/pv-uploads/sites/234/2018/03/2022-Academic-Integrity-Syllabus-and-Test-Statements.pdf>
12. Academic Disruption Policy –  
<https://osrr.ecu.edu/wp-content/pv-uploads/sites/234/2018/04/EastCarolinaUniversityFacultyManual.pdf>  
Also, see information on webpage for student’s rights and responsibilities:  
<https://osrr.ecu.edu/>
13. Emergency Weather Statement -  
  
For more information,  
<https://oehs.ecu.edu/emergency-management/emergency-preparedness/>
14. Disability Services Statement (Please include DSS contact information)  
<https://accessibility.ecu.edu/students/>
15. Late Work Policy (if applicable)
16. Course Policies (i.e. technology, computers, cell phones, etc.)
17. Course Calendar (State Final exam date as noted on university calendar)
18. Pirate Safety Guide  
<https://oehs.ecu.edu/wp-content/pv-uploads/sites/375/2019/03/16-1247-Pirate-Safety-Guide.pdf>
19. Technology Help Statements (If applicable)

- **Canvas Help** Canvas offers 24/7 support at <https://canvas.ecu.edu/>. If you have any questions about Canvas, contact Canvas 24/7 support using Live Chat Help with Canvas Support or by calling 252.347.0015. Canvas Student Guides page (<https://canvas.ecu.edu/student-guides/>) offers Canvas Q&A resources as well.
- **ECU IT Help Desk** ECU IT help desk offers phone and online support. If you encounter technical issues or have any information technology related questions, you can submit a service request at <https://ithelp.ecu.edu> by calling 252.328.9866 or 800.340.7081.
- **Office 365 & Virtual Computing Lab (VCL) Information** Students can remotely access Office 365 at <http://pirate365.ecu.edu> and a wide variety of software on the ECU Virtual Computing Lab site. The VCL is open 24 hours a day, 7 days a week and it is free to ECU students at [https://windows365.microsoft.com/ent#](https://windows365.microsoft.com/ent#/).

20. Caveat Statement (For example, “This syllabus represents a written contractual agreement between us. Occasionally, it may be necessary to revise this syllabus to meet students’ needs. I reserve the right to revise this syllabus if the need arises. Advance notification will be provided to you.”)

21. Continuity of Instruction Statement (For example, “In the event of a campus emergency that disrupts academic activities, course requirements, deadlines, and grading percentages are subject to change. Information about changes in the course will be communicated as soon as possible by email, and on Canvas. If we are not able to meet face-to-face, students should log onto Canvas and read any announcements and/or access alternative assignments. Students are encouraged to continue the readings and other assignments as outlined or this syllabus or subsequent syllabi.”)  
<https://instructionalcontinuity.ecu.edu/>

Final Note -- Check with your School Director/Chair on specific syllabi notations/requirements for topics such as assessment, service-learning courses, equipment requirements, virtual office hours, or any other items relevant to your course.

\*Last updated 8/5/2024, CFAC