First-Year Composition Syllabus Requirements

The NIU Grading System, which appears in the online Undergraduate Catalog, states:

Faculty members are expected during the first week of a semester to indicate clearly the requirements in a course and the level of competence to be associated with each of the possible letter grades. Multisection courses are expected to require similar levels of competence in all sections.

In accordance with this university policy, the First-Year Composition Program requires that a course syllabus be distributed in each class during the first week. Our common objectives and procedures should be clearly outlined for all first-year students. The course syllabus constitutes a contractual relationship with your students. The First-Year Composition office monitors all syllabi in an effort to help maintain the integrity of this relationship. Be sure, therefore, to be guided by the goals and outcomes for English 102/103/104/105 (http://www.niu.edu/english/composition/outcomes.shtml) in the preparation of your syllabi.

When preparing your syllabi, please include all of the following items:

1. Course name-number-section and your name, email address, and office hours/office phone.
2. List of texts (both required and supplemental).
3. Statement of course purpose.
4. Amount and type of work (writing/reading requirements in full outline).
5. Schedule of class activities (by day, week, and/or unit, including reference to how exam day/time will be handled).
6. Manuscript requirements (including length, physical organization, and appearance of text).
7. Grading system for determination of final grade, clearly stated, noting any options or exceptions (see Policy for Determination of Final Grade statement prepared by the First-Year Composition Committee).
8. Attendance and participation requirements, clearly stated, and their relation to the determination of final grade.
10. Statement of our intention to use student work anonymously for program assessment, such as the following:

Student folders, in print and/or electronic form will be kept by the First-Year Composition program for a minimum of four weeks into the following semester. Occasionally, some work may be kept longer and used anonymously for program assessment. If you wish that your work not be used for program assessment, please inform your instructor in writing as soon as possible.

11. Statement inviting students to consider the English major, such as:

If you enjoy this class and find it useful, please consider taking additional English classes and/or signing up for the major or minor in English. For additional information about these options, please contact askenglish@niu.edu or come visit us in Reavis 216!

12. Statement on accommodations for students with disabilities, such as the following:

*Northern Illinois University is committed to providing an accessible educational environment in collaboration with the Disability Resource Center (DRC). Any student requiring an academic accommodation due to a disability should let his or her faculty member know as soon as possible. Students who need academic accommodations based on the impact of a disability will be encouraged to contact the DRC if they have not done so already. The DRC is located on the 4th floor of the Health Services Building, and can be reached at 815-753-1303 (V) or drc@niu.edu.*