

Moravian College Economics and Business Department

Minimum Syllabus Standards

Course Reviewed: _____ Faculty Member: _____ Semester _____

A goal of the Economics and Business Department is to provide high quality, stimulating, and informative courses to students. A high quality syllabus is the first step to reaching that goal. Syllabi from undergraduate and graduate courses are available for you to review to assist you in creating your syllabus. A syllabus template and links to the Faculty Manual are available on the [Course Policies web page](#).

The [syllabus template](#) provides the minimum content required in a syllabus and conforms with this checklist.

Syllabus Requirement	Requirement Present		Reviewer Notes
	Yes	No	
Moravian College Header and Logos			
Course Information			
Course Number and Name			
Semester or Session and Year			
Class meeting day, times, and location			
Official course description (see the college catalog)			
Instructor Information			
Instructor name			
Instructor's office location and office hours			
Instructor's telephone voice and fax numbers			
Instructor's email address			
Canvas URL (http://canvas.moravian.edu)			
Student learning objectives (SLOs) for this course			
Program learning objectives related to course			
Required textbooks			
Other required reading			
Other required material or tools			

Electronic copy of syllabus filed with College

Reviewer's Initials _____

Economics and Business Syllabus Standards

Syllabus Requirement	Requirement Present		Reviewer Notes
	Yes	No	
Student assignments			
List of assigned work by class meeting (physical and online).			
Papers, quizzes, examinations, all graded items, students will be responsible for in the course.			
Grading summary showing students what each assignment contributes to their final grade.			
Grading Scale converting assignment scores to letter grade			
Academic Code of Conduct (Honesty Statement)			
Canvas			
Attendance requirement for students			
Copyright statement			
State how you plan to use Canvas in your course			
Class cancellation policy			
Current disabilities statement			
Expectations of students			
Grading judgment statement			
Syllabus status			
Title IX Statement			
Workload expectations - 132 hr. grad/176 hr. undergrad			
Writing Center Statement			
Writing-Enriched Curriculum Research Statement			

Comments