## Department of Anthropology | Stanford University **Department of Anthropology Best Practice Reference, Course Syllabus**

"The syllabus is the place where you can outline your learning goals for the course as well as your philosophy of teaching, your thematic framework for the term, and your breakdown of readings and assignments. Since the syllabus is also an active contract with the students containing our expectations for them as well as guidelines for succeeding in the course, be sure to include a section in your syllabus for ty ξi-

course and university policies, such as a percentage breakdown of how graded assignments and class participation will be factored into a final grade, an attendance and absence policy, a late papers and revision policy, a scholar/athlete make-up class and work policy, a disability disclosure policy, and a reminder of the parameters of the honor code." (http://www.stanford.edu/dept/CTL/cgi-bin/docs/newsletter/designing_courses.pdf)
Required
Mandated ISBN and Retail Price information for all required and recommended reading and supplemental materials (http://www.stanford.edu/group/syllabus/faqs)
Textbook Information As of July 2010, federal law requires that we publish textbook information at the time enrollment opens each quarter. For information on this initiative and how to use the new interface see: <a href="http://studentaffairs.stanford.edu/registrar/faculty/heoa">http://studentaffairs.stanford.edu/registrar/faculty/heoa</a> Another way to comply is to post your syllabus or an expanded course description (including textbook information) when enrollment opens on the Stanford's syllabus web site; for information on how to upload a syllabus, please see: <a href="http://www.stanford.edu/group/syllabus/faqs/">http://www.stanford.edu/group/syllabus/faqs/</a>
Please post your syllabus (or expanded course description) as early as possible each quarter to <a href="http://syllabus.stanford.edu">http://syllabus.stanford.edu</a> . If the syllabus is not ready, specify the course readings and their due dates for the first three weeks of class. For more information, see:
http://studentaffairs.stanford.edu/registrar/faculty/access-policies
☐ Honor Code (http://studentaffairs.stanford.edu/judicialaffairs/policy/honor-code)
Sexual Harassment (http://adminguide.stanford.edu/23_2.pdf)
Office of Accessible Education 'Syllabus Statement' ( <a href="http://studentaffairs.stanford.edu/oae/faculty/responsibilities">http://studentaffairs.stanford.edu/oae/faculty/responsibilities</a> )
Students with Disabilities Ensuring that students with disabilities have full access in all instructional settings is one of the University's highest priorities. Toward that end, we urge you to place the following statement on your syllabus:
"Students with Documented Disabilities: Students who may need an academic accommodation based on the impact of a disability must initiate the request with the Office of Accessible Education (OAE). Professional staff will evaluate the request with required documentation, recommend reasonable accommodations, and prepare an Accommodation Letter for faculty dated in the current quarter in which the request is being made. Students should contact the OAE as soon as possible since timely notice is needed to coordinate accommodations. The OAE is located at 563 Salvatierra Walk (phone: 723-1066, URL: <a href="http://studentaffairs.stanford.edu/oae">http://studentaffairs.stanford.edu/oae</a> ."
Plagiarism ( <a href="http://studentaffairs.stanford.edu/judicialaffairs/integrity/plagiarism">http://studentaffairs.stanford.edu/judicialaffairs/integrity/plagiarism</a> )
Unit of Credit Policy ( <a href="http://www.stanford.edu/dept/registrar/bulletin/4953.htm">http://www.stanford.edu/dept/registrar/bulletin/4953.htm</a> ) "Every unit for which credit is given is understood to represent approximately three hours of actual work per week for the average student."
Stanford's Unit of Credit Policy
As of July 1, 2011, per the direction of the U.S. Department of Education, our accrediting agency, WASC (Western Association of Schools and Colleges), requires that the University monitor compliance with federal regulations governing the assignment of course credit units. Stanford's long-standing policy,

comports with these federal regulations. Please be sure the credit unit assignment for each course you teach is in compliance with Stanford's policy. For more information, see: http://studentaffairs.stanford.edu/registrar/faculty/unit-of-credit

## References

Center for Teaching and Learning http://ctl.stanford.edu/handbook/course-design.html

http://cgi.stanford.edu/~dept-ctl/tomprof/posting.php?ID=595