McCOY COLLEGE OF BUSINESS ADMINISTRATION

CBAPPS 2.03

Syllabus Preparation

PURPOSE

Faculty members in the McCoy College are expected to provide students with a course syllabus each semester. HB 2504 requires Texas State to make available certain course information to the public on the university's Internet Web site. McCoy College is committed to accountability, transparency and open communication with students, parents, legislators, the public, and all stakeholders.

UNIVERSITY POLICIES

See current Faculty Handbook for additional information.

Academic Affairs Policy & Procedure Documents:

4.01 Conduct and Planning of Courses

4.02 Conduct of Classes

GENERAL INFORMATION

1. Faculty members will prepare a separate syllabus from a template provided at least two months prior to the first day of class, for each course taught during a given semester. They will be expected to provide each student with a copy of the written course syllabus or direct students to the web address containing the syllabus on the first day of class.

2. Each syllabus will include a brief description of each major course requirement, including each major assignment and examination, a list of any required or recommended reading, a general description of the subject matter of each lecture or discussion, and a reference to the university statement on academic honesty.
CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded

Review Cycle: Sept. 1, E5Y

Review Date: Sept. 1, 2015

CBAC Review: _____________________________ Date: ________

Governance Review: _____________________________ Date: ________

Approved: _____________________________ Date:

Denise T. Smart
Dean, McCoy College of Business Administration

Last Update: December, 2010