

NOTE: The template below lists the minimum requirements for all syllabi at Metropolitan College. Instructors may add to this as their course and instruction styles require. Please discuss with your department chair any department-specific requirements, as well as questions you may have regarding writing your syllabus.

ALL SYLLABI MUST BE SUBMITTED EACH SEMESTER TO THE DEAN'S OFFICE IN ADDITION TO THE DEPARTMENTS.

Course Title

Course Number

Course Format (Online/On Campus/Off Campus/Blended etc.)

Instructor Name

instructor@bu.edu

Office hours: by appointment

Course Description

This is where a course description would be listed, either copied from the University Class Schedule, or expanded by the instructor to include more details.

Books

Give complete citation, as well as where to purchase (Barnes & Noble or alternative)

Courseware

List course website (Blackboard, CourseInfo, or other), as well as any web links that will be necessary for the class

Class Policies

- 1) **Attendance & Absences** – clearly state your attendance policy, limit to absences, etc.
List all unusual required meetings (e.g. exhibits, guest lectures, field trips, etc.)
- 2) **Assignment Completion & Late Work** – detail your policy regarding how students should submit completed assignments (in person, by email, on courseware site, etc.), as well as how you will address late work.
- 3) **Academic Conduct Code** – Please use the following wording, or an equivalent, in your syllabus: “Cheating and plagiarism will not be tolerated in any Metropolitan College course. They will result in no credit for the assignment or examination and may lead to disciplinary actions. Please take the time to review the Student Academic Conduct Code:

http://www.bu.edu/met/metropolitan_college_people/student/resources/conduct/code.html. This should not be understood as a discouragement for discussing the material or your particular approach to a problem with other students in the class. On the contrary – you should share your thoughts, questions and solutions. Naturally, if you choose to work in a group, you will be expected to come up with more than one and highly original solutions rather than the same mistakes.”

Grading Criteria

Give a detailed list of percentage weights for assignments, papers, class participation and examinations as applicable. If you have complex grading criteria, please spell this out here as clearly as possible. Remember: the syllabus is a contract between you and your students, and will be referred to as such in the event a dispute arises.

Class Meetings, Lectures & Assignments

List in a legible format all of the class meetings, lectures, and assignments. One example, based on a computer science course:

Lectures, Readings, and Assignments subject to change, and will be announced in class as applicable within a reasonable time frame.

Date	Topic	Readings Due	Assignments Due
January 13	Introductions, lecture on fundamentals of IS in business	Ch. 1, Business Cases	n/a
January 20	Competitive Advantages of IT	Ch. 2, Business Cases	Review of Case Study