Integrative Studies Course Syllabus Checklist

There are several unique features of INST courses that should be clearly signaled to students on syllabi:

✓ **Integrative Learning Goals and Outcomes**

*Each INST syllabus should list all five of the curriculum’s learning goals and the particular integrative outcomes the instructor has chosen for that course.*

- For thread courses, there should be listed at least 5 of the 10 outcomes assigned to the thread requirement area.
- Instructors may list the outcomes in their original iteration, provide course specific versions of them, or include both versions.
- A copy of the learning goals, requirement area overviews, and samples of how to list outcomes on a course syllabus can be found on the IS website under “Faculty Resources.”

✓ **EPortfolio Statement**

*Each INST syllabus should indicate that students are expected to identify 2-3 learning artifacts created in the course for inclusion in their eportfolios related to the integrative learning outcomes. (Eportfolios will be staged into use in INST courses beginning with first-year students in 2011-12.)*

- It will help students if instructors provide some suggestions of possible assignments, activities, or assessments that students might upload.

✓ **Cultural Event Attendance**

*In keeping with IS tradition, each syllabus should identify an expectation for cultural event attendance.*

- Students should be asked to attend 2-4 cultural events. Instructors should indicate what sort of mechanism will be used for tracking this activity, be it a short response, evidence of attendance, or something else.
- Instructors may wish to indicate that the IS website offers a list of INST approved events as a place for students to get ideas for upcoming events.

✓ **The Everyday Writer**

*The Everyday Writer* is the writing and research handbook purchased by all first-year students.

- It should be listed on INST syllabi in some fashion, whether as a text to be used directly or as a recommended or supplemental reference.
Further Considerations

Courses approved as alternatives or “subs” are expected to follow these guidelines. This will help clearly signal to students that the sub course is part of their INST experience and the Program’s curriculum.

An electronic copy of all INST syllabi should be forwarded to the IS graduate assistant. These are an important resource for the IS chair’s on-going oversight of courses as well as longer term assessment and transfer questions. Standard items that should appear on INST syllabi include a disability accommodation statement, an academic honesty policy, and a grading policy.