

Biology Education Syllabus Checklist AY 22-23

The University requires that you include:

☐ **Workload Statement**

All Brown syllabi must identify all work required or recommended of students in class (e.g., lecture, lab, discussion, studio work) and out-of-class (e.g., reading, problem sets, research project, papers, field trip, artistic or creative work), with a reasonable estimation of time needed to complete them. Time estimated to complete activities and assessments should total at least 180 hours over the term for a full-credit course.

☐ **Accessibility and Accommodations Statement**

Brown University is committed to full inclusion of all students. Please inform me early in the term if you may require accommodations or modification of any of course procedures. You may speak with me after class, during office hours, or by appointment. If you need accommodations around online learning or in classroom accommodations, please be sure to reach out to Student Accessibility Services (SAS) for their assistance (seas@brown.edu, 401-863-9588). Undergraduates in need of short-term academic advice or support can contact an academic dean in the College by emailing college@brown.edu. Graduate students may contact one of the deans in the Graduate School by emailing graduate_school@brown.edu.

☐ **Books, Supplies, and Materials**

If your Brown undergraduate financial aid package includes the Book/Course Material Support Pilot Program (BCMS), concerns or questions about the cost of books and course materials for this or any other Brown course (including RISD courses via cross-registration) can be addressed to bcms@brown.edu. For all other concerns related to non-tuition course-related expenses, whether or not your Brown undergraduate financial aid package includes BCMS, please visit the Academic Emergency Fund in E-GAP (within the umbrella of "E-Gap Funds" in UFunds) to determine options for financing these costs, while ensuring your privacy.

☐ **Academic integrity**

"A student's name on any exercise (e.g., a theme, report, notebook, performance, computer program, course paper, quiz, or examination) is regarded as assurance that the exercise is the result of the student's own thoughts and study, stated in his or her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources or other outside help." ([Academic Code](#), p. 5).

The Program in Biology recommends that you include:

☐ A bulleted list of course learning objectives [written in SMART format](#).

☐ A [diversity statement](#) as a standard section of the syllabus.

☐ Student hours and a description of how and why a student might utilize those hours.

☐ A mechanism for students to provide feedback throughout the course.

☐ Specific due dates and brief descriptions of each assignment (e.g., length of a paper, exam question type). For projects with multiple components, include percent weight of each step.

☐ Clear boundaries for each grade (A/B/C/NC or S/NC).

The Sheridan Center for Teaching and Learning recommends that you include:

- ☐ Course information including meeting times, location, and prerequisites.
- ☐ Instructor Information including student hours and preferred method of contact.
- ☐ Course description including a general overview as well as course goals and time allocation totaling 180 hours.
- ☐ Academic support section including campus resources and the required Accessibility and Accommodations statement. This section includes a suggested Diversity and Inclusion [statement](#).
- ☐ Course materials including an estimate of the cost of materials and the required statement to address concerns about expenses.
- ☐ A description of assessments given throughout the course including the weight of each assignment and a description of how feedback will be given and how the grade will be determined.
- ☐ Student expectations including the policy on attendance and participation, missed or late assignments, and the recommended statement on academic integrity.
- ☐ Course calendar including a weekly schedule outlining major assignments, due dates, and required events.

**Note: Courses that are fully online have additional requirements that can be found [on this page](#) from the Sheridan Center*