

Texas A&M University School of Law

Minimum Syllabus Requirements

Every course must have a syllabus that includes the following information.

Course Information: include title, course number, section number, term (e.g., Spring 201X), meeting times and room number if assigned when submitting your syllabus.

Instructor Information: include name, telephone number, email address, office location, and office hours (or a statement that the hours available for student consultation are posted on the outside of the faculty member's office door.)

Course Description and Prerequisites: in addition to material chosen by the instructor, the course description should closely follow the law school course descriptions. See [Courses](#) for a description for each course. In some instances, the course description may include a rationale or context for the subject matter within the discipline. Prerequisites should be given and these should match those in the course description.

Textbook and/or Resource Materials

Learning Outcomes or Course Objectives

Learning Outcome: a statement of what students will be able to do or know upon completion of the course. The outcomes may include competencies developed in the course. Learning outcomes are measurable and define what students need to do to show mastery of course materials.

Course Objectives: Articulate the knowledge and skills the instructor wants students to acquire by the end of the course.

Evaluation and Grading Policies: include this statement **verbatim** in your syllabus:

This course follows the grading scale and grading policies outlined in Academic Standards 8.1-8.54, which may be found in the [Student Handbook](#).

Policies or grading rules should cover late work, grade assignment and weighting, and make-up guidelines, if any. Changing grading policies should occur only under extraordinary circumstances. Professors should advise students on the syllabus whether the final examination is an in-class closed or open book examination or a take-home examination.

Open Book In-Class EBB Examination. If the examination is an open book in-class EBB exam, a statement that students may use only hard copy materials and will not be allowed to use e-books or other electronic materials during the examination.

Attendance Policy: No statement on a syllabus may contradict the law school's attendance policy. Include this statement **verbatim** in your syllabus:

You are required to adhere to the law school's attendance policy as outlined in the [Student Handbook](#).

Course Topics, Calendar of Activities, Major Assignment Dates: you may wish to provide links to the academic calendar and final schedule. Avoid conflicts with religious observances. Major assignment due dates and test dates may be included, but should not be changed without notification of all students in the course. Other pertinent course information relevant to the course may be included.

Law School Disability Policy: include this statement **verbatim** in your syllabus:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Assistant Dean of Students, Rosalind Jeffers, Due to the law school's policy of testing anonymity, students should not discuss their disabilities with professors. For assistance, students should consult with Dean Jeffers. For additional information visit <http://law.tamu.edu/current-students/student-affairs/exam-accommodation>.

Academic Integrity Statement and Policy: include this statement **verbatim** in your syllabus.

An Aggie does not lie, cheat or steal, or tolerate those who do. For additional information, please visit: <http://aggiehonor.tamu.edu> and the law school [Student Handbook](#).

Statement on Credit Hours. This is an example that you can adapt for your syllabus. You will need to adjust the formula, depending on the number of credit hours. The law school's [Credit Hour Policy](#) will assist in this calculation.

*ABA accreditation standards include a formula for calculating the amount of work that constitutes a credit hour. According to ABA Standard 310(b)(1), "a "credit hour" is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time." This is a 3-credit hour class. Applying the ABA standard to the number of credits offered for this class, you are expected to spend, on average, a minimum of **9 hours per week (3 in class and 6 out-of-class hours) on course-related work.**" For more information, see [Credit Hour Policy](#).*

Recommended Statement on Professionalism: a statement concerning professionalism is suggested. As examples:

“What does it mean to be a professional? The term refers to a group . . . *pursuing a learned art as a common calling in the spirit of public service* – no less a public service because it may incidentally be a means of livelihood. *Pursuit of the learned art in the spirit of public service is the primary purpose.*’ Dean Roscoe Pound.¹”

“What is professionalism? ‘Professionalism is conduct consistent with the tenets of the legal profession as demonstrated by a lawyer’s civility, honesty, integrity, character, fairness, competence, ethical conduct, public service, and respect for the rule of law, the courts, clients, persons who work within the legal profession, witnesses, and unrepresented parties.’”²

¹ “ . . . *In the Spirit of Public Service: A Blueprint for the Rekindling of Lawyer Professionalism*” at 10 (ABA 1986) [hereinafter *In the Spirit*] (emphasis added) (citation omitted), available at http://www.abanet.org/cpr/professionalism/Stanley_Commission_Report.pdf.

² Commission on Professionalism, State Bar of New Mexico. Available at: <http://www.nmbar.org/Attorneys/commissiononprofessionalism.html>