**Overview and Introduction**

This brief guide provides information regarding the development of a course syllabus for each course offering in the MSMHA program. It includes the required components for the syllabus along with grading policies which have been established by the Graduate School, University of Colorado Denver. Complying with this format will ensure that all courses have the same organizational information available for students along with the grading policies and procedures.

**Course Syllabus:**

All courses in the MSMHA Program must distribute the course syllabus to students prior to or during the first class meeting, either electronically by posting on Blackboard (or the latest iteration of the electronic classroom) or in paper copy. It is important that each course director takes the time to develop a detailed syllabus in order to minimize miscommunication with students.

Each course director must submit a copy of his/her syllabus to the Curriculum Committee for review several weeks prior to the first day of class of that course. The Curriculum Committee will review the syllabus and inform the Course Director of its approval in meeting the requirements of the program.

The Course Director and each faculty member participating in each shall be bound to the terms that have been detailed in the syllabus. If a Course Director or a faculty member chooses to revise a course syllabus, the Course Director must, in a timely way, notify students in writing of the changes. The faculty member must give students sufficient time to prepare for new assignments. In any reasonable disagreement with a student, the Executive Director of the MSMHA will resolve issues where omissions and confusing provisions have occurred in the student’s favor. (Also, see Conflict Resolution below.)

**Required Components for a Course Syllabus**
• Course information to include the department, course number, course title, semester and catalog description.
• Instructor information to include names, office hours, phone numbers, and e-mail addresses.
• The Graduate School requires overarching program goals for the MSMHA. Course directors should identify how their course offering contributes to the achievement of one of more of these program goals.
• Educational goals and objectives specific for the course.
• Course Schedule: The schedule must include the sequence of course topics, the preparations or readings, and any assignments due.
• Class pedagogies: delivery format, electronic support, etc.
• Course prerequisites: must be consistent with the UC Denver Catalog description.
• Required and optional course materials: must be precisely and clearly stated, including any textbooks, workbooks, outlines, on-line sources, or other necessary materials to meet the goals of the course.
• Detailed grading policies: weighting, scale, late penalties, specific attendance/participation requirements if any, tentative schedule of topics, and fixed exam dates (these cannot be changed unless the campus is closed).
• Student Code of Conduct developed by the Graduate School and by students in the MSMHA program should be referenced in terms of student expectation during the tenure of the course.

**Strongly Recommended Components for Course Syllabus**

• Expected effort on the part of the student, that is, an estimate of the time commitment for academic work and projects that occur both within and outside of the course. This information will be particularly useful for students who have outside employment.
• Information on assessment: description of the examination and/or practical format (multiple choice, fill-in-the-blanks, short or long essay questions, time limit etc...) and make-up exam policy.
• Provide suggestions or strategies that students might utilize in order to be successful in the course.
• Classroom policies: arriving on time, cell phones, computers, eating, discussion protocols, behavior expectations, and penalties for violating classroom policies.

**Religious Holiday Accommodations**

Faculty members in the University of Colorado system have both a legal and moral obligation to provide reasonable accommodations to students who must be absent from classes because of religious holidays. Faculty members therefore, are expected to develop course-consistent accommodations for students who miss a class or a graded assignment in order to observe religious holidays. Faculty members are encouraged to:
1. Ask students to privately identify possible course conflicts at the beginning of the semester.
2. Avoid examinations during major religious holidays.

**MSMHA Grading policy:** Each course must adhere to the following grade assignments:

- A - 90 to 100%
- B - 80 to 89.9%
- C – 70 to 79.9%
- D – 60 to 69.9%
- F - Less than 60%

The MSMHA program does not allow for +/- grades

**Incomplete (IW/IF) Policy**

Incomplete grades (IW or IF) are not granted for low academic performance. To be eligible for an Incomplete grade, students must:

1. Successfully complete a minimum of 75% of the course.
2. Have special circumstances beyond their control that preclude them from attending class and completing graded assignments.
3. Make arrangements to complete missing assignments with the original instructor. Verification of special circumstances is required.

**Projects:**

Projects for courses in the MSMHA are of two types: those that are part of the curricular offering within the core courses central to the program, and those that are stand-alone projects, mainly taken on in relation to the development of Capstone Project goals. The time commitment for each of these different types of projects must be fully detailed so that students understand the expectations involved. Projects within a course offering must be allocated a percent of the grade and a detailed standard by which they will be judged. Projects outside of a course are more likely to be developed in the context of an independent study elective and the faculty member overseeing the project must define the parameters for the elective, including estimated time involved, products or other expected outcomes, as well as the standards around which the student will be graded.

**Resolution of conflicts:**

Good faith effort should always be made by students, faculty and administration to settle all appeals, complaints and grievances on an informal basis. These efforts will
include conferences between the persons directly involved and others who might help solve the problems. Formal conflict resolution policies are detailed in the policies and procedures of the University of Colorado Graduate School (note: I will supply a link here)