

Please read these syllabus guidelines in conjunction with preparing the Independent/Directed Study form.  
Massachusetts College of Art and Design Faculty Handbook Academic Year 12/13

## Syllabus Guidelines

The following points are recommended for inclusion in all MassArt syllabi.

### Identifying Information

This serves to identify and locate both the faculty member and the course and should include the following: the course name and code number, the number of credits, the day(s) and time(s) and location of the course, faculty name, office location, office hours, office telephone number, and e-mail address.

### Course Description

This is a brief description of the nature of the course; it usually corresponds with the catalogue description of the course. Please ask the departmental assistant for this information.

### Course Objectives

This describes the learning outcomes all students must meet to successfully complete the course. This language is usually taken from the course description, and describes what students should know or be able to do after completing the course, including developing critical thinking skills, mastering new methods or materials, and/or acquiring knowledge of a defined body of material.

### Course Content

This describes the activities making up the class, and includes course requirements. Faculty must delineate exactly what work students will be expected to do, and specify what will or will not count towards their final grade. This includes providing specific instructions regarding papers, projects, presentations, studio work, etc.

### Course Calendar

This section includes relevant dates for course meetings, assigned projects and their due dates, exam and review board dates, etc.

### Course Assessment and Grading

Indicate how the student's grade will be determined. It indicates the percentage of their final grade that is assigned to each activity (class participation, exams, reports, homework, class presentation of studio work, reviews, etc.). It should include the attendance policy for the class. Additionally, grading criteria should be outlined. For example, what constitutes an A as opposed to a B.

### Course Attendance

The college-wide policy permits no more than two absences per semester for a course that meets once a week, prorated for classes that meet on a different schedule.

*Note: It is an all-school policy that each syllabus must include an attached sheet with the definition of grades, the academic progress policy of the department, attendance policy and the definition of plagiarism (department assistants have copies of these), and a statement about students with disabilities.*

### Course Materials

List the required and recommended or supplementary texts and other materials for the course and where they may be obtained (library, handouts, studio managers, bookstore, etc.)

### Students with Disabilities

Standard language must be used to on each syllabus to notify students who identify themselves as having a disability of the procedure to request classroom accommodations. The language to be used is as follows:

"Massachusetts College of Art and Design is committed to fostering the academic, personal, and professional growth of our students. We are especially committed to ensuring that students with documented disabilities, as defined under the Americans with Disabilities Amendments Act of 2008 (ADAAA), are provided equal access to all campus resources and opportunities. If you believe you have a disability that may warrant accommodations, I urge you to contact Ms. Erla Shehu (Erla.Shehu@massart.edu or 617-879-7692) in the Academic Resource Center, Tower 550. The Academic Resource Center provides access to a learning specialist, an academic coach and professional tutors."

### College-Wide Learning Outcomes

In concert with departmental colleagues please design curriculum so that it fits and meets both departmental and college-wide learning outcomes.

The MassArt community aspires to prepare our graduates to...

1. generate a personal focus and contribute an independent voice to the world;
2. work effectively within the tenets of art, design, and scholarship;
3. seek opportunities and be ready to work as professionals in architecture; art education; art history; design; fine arts; and related fields;
4. skillfully use a variety of materials, processes, tools, media, and strategies to serve their intent, learning more as needed;
5. communicate clearly, creatively, and critically across a range of forms and contexts;
6. connect ideas effectively within and across media and disciplines;
7. refer to the fullest range of historical and contemporary art and design sources from across cultures and time;
8. engage in ongoing cycles of critical and creative thinking, investigation, making, reviewing, and revising to realize ideas and works;
9. evaluate, question, and challenge conformist thinking and create new paradigms;
10. apply a wide range of research methods and technologies in gathering and analyzing information (e.g., texts, objects, images, events, behaviors) for art, design, and scholarship;
11. engage effectively in individual and/or collaborative approaches to work;
12. interact proactively and constructively with diverse local, national, and global communities;

13. seek and incorporate sustainable practices for professional work;
14. advocate for architects, art educators, art historians, artists and designers as important contributors to society.