

Portland State University  
**Graduate School of Education (GSE)**

**Syllabus Framework**

TO: Faculty and adjunct faculty  
 RE: Course syllabus requirements

This framework is designed as a guide for your creation of a syllabus for a class in the PSU Graduate School of Education. The items that are starred (\*) are required in all syllabi. Remember a syllabus is a contract between you and your students.

The instructor has the discretion to put these in any logical order.

Item	Content	Required *
<b>1. University &amp; Department</b>	Portland State University Graduate School of Education	*
<b>2a. Course Identification Information</b>	Department Identification, Course #, Course Title	*
<b>2b. Course Reference Number</b> (not required but may be helpful for students & you)	CRN #	
<b>3. Term this syllabus is applicable</b>	For example, "Winter 2005"	*
<b>4. Instructor Contact Information</b> (a minimum of one method for contacting the professor)	Instructor: Office location or mail box location: Phone:                      Email: Office Hours:	*
<b>5. Disability Access Information</b>	<b>If you require accommodations</b> (e.g. special seating, interpreter, note-taker, etc.), please inform your instructor immediately. Students with disabilities should register with the PSU Disability Resource Center (503-725-4150; TTY or Relay 503-725-4178) to document their need for accommodations and obtain support services. I will work with you to arrange the supports you need in this class.	*
<b>6. GSE Conceptual Framework</b> <i>"The institution has an articulated program of studies based on a <b>shared conceptual design</b> that prepares effective educators consistent with the <b>unit's mission.</b>" (OAR</i>	<b>Vision Statement:</b> Preparing professionals to meet our diverse communities' lifelong educational needs.  <b>GSE Goals and Purposes:</b> Prepare our candidates to provide leadership in: 1. Diversity and Inclusiveness 1.1 To work in diverse settings 1.2 To create inclusive and therapeutic environments 2. Research-Based Practices and Professional Standards	*

584-17-0090)	<p>2.1 To critically analyze and implement research-based practices</p> <p>2.2 To demonstrate appropriate professional knowledge, skills, &amp; dispositions</p> <p>3. Impacting Learning and Development</p> <p>3.1 To ensure all learners and clients succeed</p> <p>3.2 To use technology to enhance learning</p> <p>3.3 To influence policy and provide leadership for organizations.</p> <p>4. Evidence-Informed Decision Making</p> <p>4.1 To use evidence to address problems of practice and make educational and therapeutic decisions</p>	
<b>7. Narrative course description</b>	Introduction to the course Catalog course description. If a 410, 510, or 610, it is considered experimental and does not have a catalog description. You can use previous class syllabi as a model.	*
<b>8. National professional standards</b>	Will differ by specialty area	*
<b>9. Required text and materials</b>	Books, journals, laboratory materials should all be listed here with enough information for the students to find the materials at the bookstore. Please use APA style. For assistance, go to <a href="http://www.pdx.edu/library/refworks.html">http://www.pdx.edu/library/refworks.html</a> .	*
<b>10. Course objectives</b> <i>“Each syllabus states the outcomes...of the course.”</i> <i>“The syllabi incorporate the knowledge and skills required for licensure and reflect contemporary curriculum for each of the authorization levels.”</i> <i>(OAR 584-17-0090)</i>	When possible, objectives should be linked to the GSE Conceptual Framework (found at <a href="http://www.pdx.edu/education/about-gse">http://www.pdx.edu/education/about-gse</a> ), TSPC competencies, program objectives, and/or national standards. Choose those that are appropriate for your class.	*
<b>11. Class schedule with topics, activities &amp; assignment due dates</b> <i>“Each syllabus states... the activities of the course”</i> (OAR 584-17-0090)	Session by session schedule of classes with dates, topics and assignment due dates. If you anticipate changes in the schedule during the term, you may add a “subject to change” statement.	*
<b>12. Procedures and criteria for evaluation</b> <i>“Each syllabus states...the procedures and criteria for evaluating the achievement of students.”</i> (OAR 584-	A description of all assignments and the extent to which they contribute to the course grade (point value or percent). Rubrics are not required but many instructors find them very helpful in explaining course expectations.	*

<i>17-0090)</i>		
<b>13. Policy: Late assignments</b>	No explicit GSE policy. You may create whatever is comfortable for you; however, an explicitly stated policy is only fair to students and will avoid future problems.	
<b>14. Policy: Attendance &amp; tardiness</b>	No explicit GSE policy. You may create whatever is comfortable for you. An explicitly stated policy will avoid future problems. Our students are working professionals so there is always a balance between their work demands and the rigor we expect from our coursework.	
<b>15. Policy: Classroom demeanor &amp; courtesy</b>	No explicit GSE policy. You should however make some statement about classroom demeanor & courtesy, such as: "Because students may not share the same opinions on different topics in this class, it is important that we remember to respect the opinions and ideas of others. We expect all students to show respect and courtesy for all members of this class at all times." You may want to make reference to the Student Conduct Code <a href="http://www.pdx.edu/media/g/s/gse_handbook_student_conduct.pdf">http://www.pdx.edu/media/g/s/gse_handbook_student_conduct.pdf</a> .	
<b>16. Policy: Incompletes</b> (Highly recommended)	An explicit university policy exists (PSU Bulletin, p. 62). Make clear to students that an instructor is not obliged to give students an incomplete (I), and four criteria have to be met in order to assign an incomplete.	
<b>17. Policy: Academic integrity</b>	<p>In the PSU Student Conduct Code # <b>577-031-0136</b></p> <p style="text-align: center;"><b>Proscribed Conduct by Portland State University</b></p> <p>The following constitutes conduct as proscribed by Portland State University for which a student or student organization or group is subject to disciplinary action:</p> <p>(1) Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including the University's public service functions or other authorized activities on University-owned or -controlled property, or any other location where teaching, research, administration, disciplinary procedures or other University activities take place.</p> <p>(2) All forms of academic dishonesty, cheating, and fraud, including but not limited to: (a) plagiarism, (b) the buying and selling of course assignments and research papers, (c) performing academic assignments (including tests and examinations) for other persons, (d) unauthorized disclosure and receipt of academic information and (e) falsification of research data.</p>	

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S.I.