Organization & Administration Committee, 2012-2013

Statement of Best Practices Related to Informing Students of Course Expectations

In addition to course descriptions available in the course catalogue, students typically desire additional information about course content and structure in order to make informed enrollment decisions. Such information is often not available until the first day of a class, at which time students can face financial penalties for dropping a class. The following practices are encouraged:

1. Catalogue course descriptions should be rich in terms of course content, structure, activities, and assessment methods. Stale, uninformative, or outdated course descriptions should be purged and updated. If feasible, the Enroll & Pay system should permit instructors to provide additional information about a scheduled course that students find relevant when registering.

2. Whenever feasible, KU instructors should make syllabi available to students at least one week prior to the start of each semester or summer session. Syllabi should describe course content including activities, deliverables such as assignments, projects, and exams, dates and times for any exams scheduled outside of regularly scheduled class sessions, and other information such that students can assess the workload and time demands of a class relative to their other curricular, co-curricular, and extra-curricular commitments.

3. To facilitate distribution of syllabi to registered students, whenever feasible each KU class should be assigned a Blackboard course site by default, and Blackboard sites should be automatically populated with registered students more than a full week before the start of classes. Reminder messages to course instructors recommending that course expectation and/or syllabus be posted at least one week prior to the start of classes could be sent from Blackboard system.