Harvard Summer School Syllabus Requirements Checklist

☐ 1. Have you marked your syllabus “DRAFT”?

☐ 2. Have you made sure your course and exam dates are correct?
   - Check the appropriate Calendar for your 7-week or 3-week course.
   - No classes on July 4. You may schedule a make-up class if you wish.
   - Check the Exam Schedule.
   - Changes to date/time are not permitted. See Summer School exam policies.

☐ 3. Have you explained course policies and detailed how participation, absences, assignment due-dates, etc., will be handled?
   - Summer School policy requires attendance in all classes, so we recommend that missed classes negatively affect a student’s grade.
   - Provide a link on your syllabus to the Student Responsibilities policies.

☐ 4. Have you assigned an appropriate workload?
   - Keep in mind that Summer courses are equivalent in credit to a term-time course.
   - 7-week courses: Students should do at least 8–12 hours of work per week outside of class time.
   - 3-week courses: Students should do approximately 4 hours of work per day, or about 20 hours per week, outside of class time.

☐ 5. Have you explained the assignments and provided a breakdown of how they will be weighted in a student's overall course grade?

☐ 6. Have you assigned graded work early in the term?
   - During the first class meeting, you should have students complete a short, ungraded writing assignment to diagnose potential English-language proficiency problems.
   - You should also have a graded assignment within the first two weeks of the 7-week term, or the first week of the 3-week term, so that students can get early feedback.

☐ 7. Have you defined graduate-credit expectations?
   - If your course is offered for both graduate and undergraduate credit (if you are not sure, check your catalog course page), you need to have additional/advanced assignments for graduate students.

☐ 8. Do you use Harvard Summer School terminology and links throughout?
   - Identify the course as a “Harvard Summer School” course (not “Harvard University”).
   - If you teach in the Harvard Extension School as well, please make sure to number your course with an “S” rather than an “E”. Make sure to change all mentions of Harvard Extension School to Harvard Summer School, and provide Summer School links to policy information.
9. Have you included information about Accessibility Services?
   - Provide a link to the Accessibility Services Office on your syllabus – see suggested text below.
   - All accommodations must be made with the Accessibility Services Office (which is not the same as Harvard's Accessible Education Office, AEO).
   - Suggested language for your syllabus:
     The Summer School is committed to providing an accessible academic community. The Accessibility Office offers a variety of accommodations and services to students with documented disabilities. Please visit http://www.summer.harvard.edu/resources-policies/accessibility-services for more information.

10. Have you included information about academic integrity?
   - Please refer students to the Student Responsibilities and Resources to Support Academic Integrity webpages, as well as the Harvard Guide to Using Sources (urls below).
   - Note for Harvard College faculty: Summer School policy assumes that collaboration on assignments is prohibited unless explicitly permitted by the instructor.
   - Suggested language for your syllabus:
     You are responsible for understanding Harvard Summer School policies on academic integrity (http://www.summer.harvard.edu/policies/student-responsibilities) and how to use sources responsibly. Not knowing the rules, misunderstanding the rules, running out of time, submitting the wrong draft, or being overwhelmed with multiple demands are not acceptable excuses. To support your learning about academic citation rules, please visit the Resources to Support Academic Integrity (http://www.summer.harvard.edu/resources-policies/resources-support-academic-integrity) where you will find links to the Harvard Guide to Using Sources (https://usingsources.fas.harvard.edu) and two free online 15-minute tutorials to test your knowledge of academic citation policy. The tutorials are anonymous open-learning tools.

11. If you are an instructor of a Writing Program course – CREA, EXPO, or JOUR – did you include the required Writing Program policies on your syllabus?
   - Be sure to include the following policies:
     Attendance: Because Writing Program courses proceed by sequential writing activities, your consistent attendance is essential. If you are absent without medical excuse more than once, you are eligible to be officially excluded. On your first unexcused absence, you will receive a letter from me warning you of your situation.
     Completion of Work: Because your writing course is a planned sequence of writing, you must write all of the assignments to pass the course, and you must write them within the schedule of the course—not in the last few days of the summer term after you have fallen behind. If you fail to submit work when it is due, you will receive a letter from me reminding you of these requirements. The letter will specify the new due date by which you must submit the late work. If you fail to submit at least a substantial draft of the piece of writing by this new due date, you are eligible to be excluded from the course.

12. If you are an instructor of an Online Course with a Required On-Campus Weekend, did you include the required weekend policy information on your syllabus?
   - Be sure to include the following, supplying the correct times / dates and location:
     The mandatory on-campus session meets on [list days, times, and location]. Attendance is required at the entire weekend in order to earn credit and pass the course. You cannot arrive late or leave early. If you are traveling from afar, please plan accordingly giving yourself plenty of time to arrive by the start of class. No exceptions can be granted.