# New or Revised Education Syllabus Proposal Guidelines

<table>
<thead>
<tr>
<th>Sections</th>
<th>Specifications</th>
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<tr>
<td><strong>Overview</strong></td>
<td>• Key points of course, context in disciplines/fields, etc.</td>
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| **Rationale** | • What is the need for this course intellectually and programmatically (for Education, the University, the field)?  
• For whom is the course designed (programs, undergraduates/graduate students, etc.)?  
• How is this course different from related courses in Education and other departments?  
• What resources are needed (additional/neutral)? |
| **Specifications** | • Pre-requisites  
• By permission or not  
• Graduate/undergrad (restrictions and allocations)  
• Fulfill Ed program requirement  
• Cross-listed  
• Enrollment capacity  
• Semester/year offered (if known)  
• Meeting times/length  
• Structure/format: lecture, seminar, online features, etc.  
• Credit value (Carnegie)  
• Labs or recitations |
| **Draft Syllabus** | • Course description, see: https://ase.tufts.edu/faculty/committees/liberal/curricula/7_guidelinesForSubmitting.doc  
• Objectives  
• Assessment/evaluation/grading  
• Expectations  
• Weekly outline  
• Readings  
• Assignments  
• Syllabus accessibility statement (for placement on syllabus), see: http://students.tufts.edu/student-accessibility-services/faculty-members  
• Please include the following links:  
  • Academic integrity policy  
    https://students.tufts.edu/student-affairs/student-life-policies/academic-integrity-policy  
  • Academic Resource Center  
    https://students.tufts.edu/academic-advice-and-support/academic-resource-center  
  • Student Accessibility Services  
    https://students.tufts.edu/student-accessibility-services |

Please direct any questions regarding the syllabus review process to the Department of Education Curriculum Committee via sabina.vaught@tufts.edu.