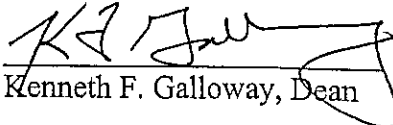


## Opening of Course Memos

At the beginning of each semester, each faculty member is expected to distribute, at the first class meeting of each course he or she teaches, a memorandum describing the content and objectives of the course. This memorandum should also lay out in detail the organization which will be followed and any special procedures required. Homework requirements, examination frequency, grading scheme, class attendance, Honor System requirements, safety and emergency evacuation plans, and the like should be covered.

A suggested format is attached.

EFFECTIVE: August 4, 1987  
Revisions: 10/9/94, 12/13/95, 8/21/98

  
Kenneth F. Galloway, Dean

*The following is the attachment to Policy and Procedures Memorandum 6, revised 10/19/94. Current revision: 12/1995.*

## FORMAT FOR OPENING-OF-COURSE MEMO

Catalog Syllabus  
Course number, Course Title  
Instructor's Name  
Semester, Year

1. Summary giving objectives and methodology of the course.
2. General description of course.
3. Pre-requisites.
4. Texts.

5. Course outline.

Example:

<u>Topics</u>	<u>Time</u>
(1) Introduction	1 week
(2) Processes of ... etc. etc.	2 weeks
(3) Review	1 period
(4) Midterm exam etc. etc.	
(5) Final exam	

6. Grading

Example:

a. homework	- percent
b. lab reports	- percent
c. oral reports	- percent
d. midterm exam	- percent
f. final exam	- percent
etc.	

7. Safety Instructions. This is especially important for laboratories.

A sample is:

### Safety

Violations of safety guidelines included in the lab description or oral safety instructions from lab instructors will result in dismissal from the lab with a failing grade. No warnings are issued!

8. Disability Statement.

A sample is:

Disabilities

Vanderbilt is committed to equal opportunity for students with disabilities. If you have a physical or learning disability, you should ask the Opportunity Development Center to assist you in identifying yourself to your instructors as having a disability, so that appropriate accommodation may be provided. Absent notification, your instructors assume that you have no disabilities or seek no accommodation.

9. Emergency Evacuation Plans.

In the event of a fire or other emergency, the occupants of this class should collect coats and personal belongings and leave the building through the exit \_\_\_(directions to exit)\_\_. The class should collect at \_\_\_\_\_(location of assembly point located safe distance from building out of pathway of emergency vehicles). **VANDERBILT UNIVERSITY POLICY FORBIDS REENTRY TO A BUILDING IN WHICH AN ALARM HAS OCCURRED WITHOUT AUTHORIZATION BY VANDERBILT SECURITY.** If, in consequence of a disability, you anticipate the need for assistance, please discuss that need with the instructor/professor.

10. Specific Honor System Requirements regarding homework, project, etc.

11. ABET Category Breakdown: Credit hours devoted to engineering topics (engineering design, engineering science), and other.

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