

S79-3 GREEN SHEETS (SYLLABI)

Legislative History:

Document dated March 31,1979.

The Academic Senate at its meeting of March 12, 1979 passed the following resolution on green sheets. This resolution originated in the Student Affairs Committee and was presented by Dr. Kichung Kim, Chair. This policy supersedes Academic Senate policy S 76-7.

Copies sent to AVP, EVP.

ACTIONS BY THE UNIVERSITY PRESIDENT:

Approved and signed as University Policy effective Fall Semester 1979 by Gail Fullerton, March 17, 1979.

GREEN SHEETS

Whereas, There is a need to enhance the student's understanding of both the professor's goals and the criteria upon which the student's performance will be evaluated, therefore be it

Resolved, That each member of the faculty at San Jose State University provide a "green sheet" to each student in every class, to be distributed no later than, the second class meeting; and be it further

Resolved, That each "green sheet" include, at the minimum, the following:

1. A brief description of the course;
2. Required texts, reference materials, etc.;
3. Course requirements, i.e., papers, exams, midterms, quizzes, lab. work, field work etc.;

4. A description of the method of grading, such as a grading matrix like the following: % final examination, for lab work, for field work, for papers, for midterms, quizzes, etc.; and penalty, if any, for late work.

5. Office location and Office hours.