

TAMIU REQUIRED ELEMENTS OF A COMMON SYLLABUS
TEXAS LEGISLATURE - HB 2504

House bill 2504, which was enacted by the legislature in 2009, amends the Texas Education Code Chapter 51, section 974 (51.974). One of the provisions in HB 2504 states that the Institution shall make available on its web site a syllabus and a CV for every undergraduate course offered for credit. The syllabus MUST be uploaded to the institution's web site no later than seven (7) days after the beginning of classes. All institutions are required to do this every semester beginning with the fall of 2010.

HB 2504 does stipulate that certain information needs to be incorporated into every syllabus. This includes: 1) a description of each major course requirement, including major assignments and examinations; 2) list(s) of all required and recommended reading; and 3) a general description of the subject matter of each lecture or discussion. In addition, TAMIU (and SACS) requires that learning outcomes be included in the syllabus.

Beginning with the fall 2010 semester, TAMIU required that all syllabi contain the information described above. Faculty members, including instructors, lecturers and adjuncts will be required to submit an electronic copy of each syllabus to the department chair no later than the first day of classes each semester. The department chair (and/or designee{s}) will be responsible for ensuring that each syllabus meets the requirements listed above. Those that do not will be returned to the faculty member for clarification.