

Performance Studies Syllabus Template and Required Inclusions

1. **The following items/categories are required by TSOA to be included in the structure of every syllabus:**
 - **Course Title and Number**
 - **Course description and student learning objectives:** Clearly explain the class objectives. Outline the content area covered and the skills developed by students through the course.
 - **Course requirements:** Describe the activities of the class, such as labs, recitations, exams, papers, projects.
 - **Schedule of assignments:** List every assignment and its due date (readings, papers, presentations, etc.).
 - **Brief description of assignments:** Each assignment should be clearly described. For example, a written assignment should indicate whether the writing is based on class materials or original research, as well as the word or page count. A presentation should include a target time limit, and what documentation (if any) is required. More detailed descriptions of assignments can be handed out in class during the semester.
 - **Required texts and reading lists:** Page numbers must be given for each reading assignment as well as the week that each reading will be discussed. The syllabus should link the reading to the weekly work and should also indicate the method of assessing that the readings have been completed. In regards to your readings, please comply with NYU's intellectual property policy, which can be found at the following URL: <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/educational-and-research-uses-of-copyrighted-materials-policy-st.html>
 - **Grading criteria:** List the evaluation criteria used to grade each assignment. This may vary per assignment.
 - **Grade breakdown:** Include a percentage breakdown for all work that will impact the final grade. Note about attendance: Attendance cannot be part of a percentage of a student's final grade: attendance is mandatory. However, it is common to have a participation component to a grade. Students should be penalized for not attending class, but a student cannot earn a grade merely by attending a class.
 - **Course policies and workload:** Include policies for grading, make-up work, class participation, etc. List the expected hours of work time outside of the class meeting.
 - **Attendance policy:** It is up to each instructor to set the attendance policies for a class, which must be clarified in the syllabus and include policies for tardiness as well as excused and unexcused absences. Attendance is mandatory. Students cannot get credit for a class merely

by showing up (there must be other work and assignments). However, coming late to class and missing classes can negatively affect a student's grade, depending on the policy set by the instructor. Please note the Department of Performance Studies has established an attendance policy that you should take into consideration when creating your policies. You can find the department's attendance policy: <https://tisch.nyu.edu/performance-studies/Resources2>.

- **Additional Resources:** Listings of organizations, websites, books, or other research materials that will be of use to students enrolled in the class.

2. **These statements are now REQUIRED by TSOA to appear on every syllabus and can be copied and pasted into your syllabus:**

- **Statement of Academic Integrity:** Plagiarism is presenting someone else's work as though it were your own. More specifically, plagiarism is to present as your own:
 - a sequence of words quoted without quotation mark
 - a paraphrased passage from another writer's work
 - ideas, sound recordings, computer data, or images composed or created by someone else.
 - <https://tisch.nyu.edu/student-affairs/important-resources/tisch-policies-and-handbooks>
- **Accessibility Statement:** Academic accommodations are available for students with documented disabilities. Please contact the Moses Center for Student Accessibility at 212-998-4980 for more information.
- **Wellness Statement:** Your health and safety are a priority at NYU. If you experience any health or mental health issues during this course, we encourage you to utilize the support services of the 24/7 NYU Wellness Exchange 212-443-9999. Also, all students who may require an academic accommodation due to a qualified disability, physical or mental, please register with the Moses Center 212-998-4980. Please let your instructor know if you need help connecting to these resources.
- **Title IX Statement:** Tisch School of the Arts is dedicated to providing its students with a learning environment that is rigorous, respectful, supportive and nurturing so that they can engage in the free exchange of ideas and commit themselves fully to the study of their discipline. To that end, Tisch is committed to enforcing University policies prohibiting all forms of sexual misconduct as well as discrimination on the basis of sex and gender. Detailed information regarding these policies and the resources that are available to students through the Title IX office can be found by using the following link: <https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/title9.html>

3. **These statements are REQUIRED by the Department of Performance Studies to appear on every syllabus and can be copied and pasted into your syllabus:**

- **Equity:** The Department of Performance Studies is committed to equity in all forms, including honoring people's pronouns. If someone is misgendered, please always feel welcomed to address it right away.

4. **These statements are REQUIRED by the Department of Performance Studies to appear on every undergraduate syllabus and can be copied and pasted into your syllabus:**

- **Student Responsibility:** As a student, you will take charge of your education, ask for help when you need it, and seek advice and information from as many University sources as possible. It is up to you to connect with resources and come to them informed and prepared to make the most of their services.
- **Students/PS Majors are expected to:**
 - Read the emails sent from the University and School
 - Read the emails sent from the PS Department (majors only)
 - Read the weekly PS Newsletter and Career Services Newsletter (majors only). These newsletters include important information like impending deadlines, graduation procedures, registration procedures, events, special programs and workshops, and much more.
 - The weekly BA Newsletter is sent out at 10:00am every Tuesday.
 - The weekly MA Newsletter is sent out at 3:00pm every Wednesday.
 - The bi-weekly Career Newsletter (BA/MA) is published on Thursdays at 2pm. This newsletter includes opportunities, information about fellowships and grants, career workshops and events, networking opportunities, and more.
- **PS Students are encouraged to:**
 - Attend Friday Assemblies (<https://tisch.nyu.edu/performance-studies/events-affiliations/ps-assembly>) or PSE Workshops (Performance Studies Experience) (<https://tisch.nyu.edu/performance-studies/events-affiliations/pse>).