

Course Syllabus Template

A syllabus is like the blue print of the course and it is part of the archived documents that the College preserves for future reference. A syllabus is a learning tool, an agreement between the instructor and the student, a document that clearly informs the students about the objectives and requirements of the course, and how their performance is evaluated. It demonstrates to our external reviewers how we actually advance the College's teaching mission, institutional learning outcomes, and program objectives. It clearly describes what is covered in a course so that when students wish to transfer credits to another institution, the receiving institution can make an informed decision about the course's transferability. A well-constructed syllabus and faithful adherence to its provisions are essential to assure fairness to students and protection for the instructor.

The following components should be represented in every course syllabus. This template indicates the minimum required elements for a course syllabus; departments may require additional elements, and individual professors have the option of including more if they wish.

A. Course Identification

Course Number and Title
Number of Credits
Meeting Days, Times & Location
Current Semester
Prerequisite(s) (courses, permission of instructor, etc.)

B. Instructor Information

Name
Office Number and Location
Office Phone Number/Extension
Office Hours
Email Address

C. Course Description (from Catalog)

D. Learning Outcomes

Indicate the chief objectives of the course. State each learning outcome. Indicate how each learning outcome will be assessed (i.e. exams, quizzes, labs, formal papers, informal writing assignments, daily homework, projects, oral presentations, and/or class participation, etc.)

E. Course Materials and Resources

A listing of required texts and other required readings (e.g., library reserves, photocopied materials, websites, articles on *Populi*) and any other materials needed for the course.

F. Course Evaluation Methods

Should include both the method of assessment (Exams, Written Assignments, Oral Projects, Other) and the percentages of each as a part of the final grade). Note: Some instructors may wish to include additional details; for example, the types of formal papers required (response paper, critical paper, etc.) as well as any rubrics to be employed.

G. Grading Scale

Outstanding		Very Good		Satisfactory		Poor	
A+	97	B+	87	C+	77	D+	67
A	93	B	83	C	73	D	63
A-	90	B-	80	C-	70	D-	60

G. College Policies

All syllabi should include statements that are consistent with current college policies concerning:

- o Academic Honesty (reference to catalog)

- Attendance
- Classroom Conduct (Late arrival, use of cell phones, internet, etc)
- Disabilities Accommodation
- Incompletes/Withdrawals (reference to catalog)
- Late Assignments
- Make-up Assignments, Tests and Exams

H. Course Calendar

At a minimum, provide an outline of the topics or units that will be covered in the course. Include dates of exams and due dates of readings, major assignments/papers/projects, etc.

I. Bibliography or Supplemental Material (OPTIONAL)

Provide a list of recommended readings and other materials.

J. Any Helpful Tips on Doing Well in the Course

K. Disclaimer regarding the option of the professor to modify the syllabus and the calendar.

Indicate how changes in the syllabus will be communicated. Changes in the syllabus should be announced in a timely manner, both orally and in writing.