

Guidelines to the Organization and Contents of a Syllabus

Items in bold are strongly recommended. Those in regular text are up to the individual instructors

- **Basic Course Information**
 - **Department**
 - **Course title and course number**
 - **Number of units/credits**
 - **Semester**
 - **Meeting time and location**

- **Basic Instructor Information**
 - **Name of instructor** (title and rank)
 - **Office address and phone number**
 - **Email address** with some indication of time to allow for response
 - **Office hours**
 - Preferred method of contact
 - **Names and contact information for teaching assistants**

- **Description of the course**
 - **Introduction to the subject matter, what the course is about**
 - How the course fits in the college or department curriculum
 - Why students would want to learn the material
 - **Overall course goals or objectives: 3-5 major objectives you expect all students to strive for**
 - **Format of the course**

- Instructor's Philosophy
 - Conceptual structure used to organize the course, why it is organized the way it is
 - Philosophy of teaching and learning

- **Prerequisites**
 - **Courses that students should have successfully completed**
 - Knowledge students are expected to have

- **Course Requirements and Assessment Overview**
 - **Nature of assignments and exams**
 - **Deadlines and test dates**
 - **Description of grading procedures**
 - **Description of how grades will be assigned, components of final grade, weights, grading scale**

- **Learning Resources**
 - **Textbook and other required materials**
 - **Supplemental readings, etc.**
 - Campus resources—tutoring, writing, counseling, etc.
 - Estimate of student work load
 - Hints for how to study, take note, etc.
 - Availability of past exams, etc.

- **Course Policies**
 - **University-based policies—academic integrity**
 - **Course specific policies—late assignments, make-up exams, attendance, participation, etc.**
 - **Statement on accommodations**
 - **Emergency Response Plan, e.g. Run-Hide-Fight**
 - **Important dates such as drop dates, final exam date, etc.**

- **Course Calendar or Schedule**
 - **Sequence of course topics with tentative (or firm) dates**
 - **Due dates for assignments, exams**
 - **Preparations or readings**