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

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

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