

Guidelines to the Organization and Contents of a Syllabus

Items in bold are essentially required. Those in regular text are highly suggested. (Those in parentheses are up to 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**
 - (home 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: essential if they are graders or tutors only, not essential if they do have their own discussion section, for example, since the TAs should be instructed to provide that information in their own discussion sections

- **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** (unit objectives may be included in the syllabus or handed out as a separate document)
 - **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** (details can be in a separate handout)
 - **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**
 - **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**