

The following is a sample course syllabus template.

Course Syllabus

1. Course content and expectations

- ♦ general course content, course outcomes and objectives, and prerequisites (source of information–course outline)
- ♦ Attendance Policy

2. Textbook(s) and course supplies

- ♦ required supplements and/or recommended text
- ♦ indicate special supplies required

3. Course requirements and student responsibilities

- ♦ attendance requirements, testing dates, withdrawal deadlines, assignments, reading list with dates, class participation, and policy on academic honesty

4. Classroom Behavior Policy

- ♦ academic honesty
- ♦ respect for learning environment
- ♦ consequences

5. Grading Standards

- ♦ grading components and criteria for grading (include number and type of tests, time allowed to take tests, explanation of points, extra credit policy, make-up policy, incompletes.)

6. Instructor information

- ♦ office hours, office number, voice mail, e-mail (if applicable)

7. Dates to know

- | | |
|-------------------------|----------------------------------|
| ♦ last day for “NGR” | ♦ holidays |
| ♦ last day for “CR/NCR” | ♦ last day of class |
| ♦ last day for “W” | ♦ date/time of final examination |

8. Schedule of course activities and events

- ♦ your schedule for the semester of what sections, chapters, topics, etc. will be covered and when.

9. Other supplemental information

- ♦ laboratory, teaching mastery learning and/or other related procedures, i.e., safety requirements, handouts/guides, etc.