

SUGGESTED FORMAT FOR COURSE SYLLABUS

COURSE:	Number
TITLE:	Name of Course
CREDIT:	Number of credit hours
Faculty:	Faculty name; office phone and office hours
PREREQUISITES AND COREQUISITES:	List
COURSE DESCRIPTION:	Catalog description
COURSE OBJECTIVES:	List course objectives. For courses that are General Education certified, this is an appropriate place to include the criteria which make the course a Category A, B, C, D, F or G. For general education courses, it would be helpful if there was a standard course syllabus that all faculty used, so that elements of gen. Ed. are communicated to all who teach the course. Additional objectives can be added by the faculty member, but the gen. edu. ones would be used by all who teach the course.
ATTENDANCE POLICY:	Specify the attendance policy.
MAKE-UP POLICY:	State the policy, if any, for make-up exams, projects, papers, etc.
EVALUATION:	<p>It is important to give the student information about your basis for the final course grade. Include here the percentage weight for the final grade for each element (e.g. paper 40%, exam 40%, etc.) and the grading scale (e.g. A= , B= , C= , etc.).</p> <p>For general education courses that must have a writing requirement, this is the place to identify that component and the percentage of the total grade that it carries.</p> <p>For clarity, and to avoid problems later, it is a good idea to specify the criteria for required course elements such as papers, oral presentations in the syllabus or in a separate document. (This could be done in a handout or verbally, but do it).</p>
TEXTBOOK:	Name of required text(s) and any recommended materials.
ADA STATEMENT:	<p>If you have disability which may require assistance or accommodations, or you have questions related to any accommodations for testing, note taking, readers, etc...please speak with your professor as soon as possible. Students may also contact the Office of Student Affairs (425-4534) with questions about such services.</p> <p>PLEASE NOTE: Faculty must comply with the ADA.</p>
The syllabus could also include:	
TOPICAL OUTLINE:	Week by week, or class by class tentative listing of topics and required readings/requirements for each session.
TEACHING/LEARNING STRATEGIES:	Include here the teaching strategies you may use-e.g. lecture, guest speakers, audiovisuals, demonstrations, etc.

You can include a statement at the end to the effect that this is subject to change and that it is the responsibility of the student to keep informed of changes, new materials, missed content.