

The Importance of the Syllabus - for both you & the student

- A syllabus is an agreement that states:
 - What you expect of your students and
 - What your students can expect from you
- Spending time up front will save you time during the semester
- Students will be scheduling their lives around the schedule you create
- Option to refer students to syllabus
- It is your backup in case a problem between you and a student should arise

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What should be on the syllabus?


- Contact information
- Course Meeting Days and Times
- Course Description
- Expectations
- Grading Policy
- Course objectives
- Class Schedule

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Creating the Schedule


- Semester based class = 14 weeks + a Final Exam
- Example:
 - If you teach once a week for 14 weeks, Break your class into 10 - 12 topics
 - Then schedule these topics into a grid with 15 rows and columns for Date, Topic, and Assignments
 - Note: there are many ways you can organize this, the key thing is to organize the schedule.
 - Your students will be scheduling their lives around this schedule, so create a schedule you can adhere to.

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Creating Course Objectives

- Objectives can be built from the list of topics you created to create your schedule
 - What 2-4 things do you want the students to learn each class
 - Create 2-4 statements of expected goals:
 - At the end of this class session the student will be able to:
 - Describe
 - Define
 - Analyze
 - Perform
 - Compare
 - Etc.



Selecting a Text

- Has a text been pre-selected for this class?
 - Check with your program coordinator
- Select a text that fits your teaching style and contributes towards understanding of the objectives you have laid out for the course
- Request an examination copy of textbooks from publishers



Summary

- The Syllabus is the class!
- The syllabus should make your class predictable
- Schedule should reflect what and when
 - Topics are being covered
 - Assignments are due
- Must contain your grading policy
- Get a copy submitted to your program coordinator
