

Syllabus Mechanics

1. Course information: title, number, credits, prerequisites, location, meeting time.
2. Instructor information: name, office location, office hours, telephone, email.
3. Readings: textbook, author, publisher, cost. Also why it was chosen and how extensively it will be used; supplementary readings; and whether required or recommended.
4. Course Goals (more general) and Student Learning Outcomes (more specific).
5. Course description: content of the course and how it fits into the broader curriculum.
6. Instructional methods: the relative weight of repetitive pedagogical techniques (e.g. lecture, case study, small group discussion, values clarification, games, journal writing) should be explicated.
7. Course calendar: a schedule (daily or weekly) of time structuring that identifies substance as well as dates for all assignments.
8. Course policies: specify the rules of the game concerning issues like attendance, tardiness, class participation, make-up exams, and plagiarism.
9. Grading: how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades.
10. Checklist: all course assignments at the end of the document helps students keep track of what must be done, and when.
11. Support services: in what ways can the library, learning center, advising center, or computer center help students to succeed in the course.

A suggestion is to give a quiz on the syllabus in the second class!