

Also attached is a

Guidelines for Course Syllabi

A well-crafted syllabus benefits student and instructor alike by minimizing misunderstandings about course requirements and expectations. The syllabus provides students a clear understanding of course objectives and learning outcomes. It also of ~~It~~ extraordinary circumstances how to handle missed classes.

1. Course title/number, number of credits
2. Course prerequisites, co-requisites (if applicable)
In addition to listing prerequisites, include the program of study, e.g., Bachelor of Science in Education
3. Course logistics
 - a. Term
 - b. Notation if online
 - c. Class location and time
4. Instructor contact information
Instructor's name, office address, phone number, and email address
5. TA contact information
TA name, office address, phone number, and email address
6. Course description
The course description from the University Catalog
7. Course objectives/student learning outcomes
Provide the student learning outcomes as a result of successful completion of the course
8. Course evaluation method
Include a breakdown of the evaluation method determining the overall grade: 15%, Attendance and Participation, how they are progressed, etc. If you have a policy regarding late work or grade, clearly state it. In order to identify and address concerns with freshmen have a meeting with them. Also note the minimum grade for passing the course.

