# Building an Effective Syllabus

## Course Bio

### Required
- Instructor Contact Information
- Office Hours and Location
- Course Acronym, Number, Section Number, Name
- Student Learning Outcomes and Assessment Methods (including departmental and gen ed SLOs)

### Not Required, But Helpful
- Course Meeting days, times, location
- Term/Year
- Pre- & Co-requisites
- Course Goals/Description/Expectations/Student Responsibilities/Description of Course Material
- Teaching Philosophy

## Course/Campus Policies

### Required
- Attendance Policy
- Requirements for Meetings Outside of Scheduled Class Time
- Honor Code Statement and Consequences for Violations
- Disabilities Accommodation Statement
- Course Evaluation Statement
- Additional Policies Required by Department

### Not Required, But Helpful
- Withdrawal Deadline
- Course Evaluation In Class Administration Date
- Tech Policy
- Late Work Policy
- Classroom Code of Conduct

## Course Content

### Required
- Required and optional books and materials, including software and online materials

### Not Required, But Helpful
- Due Dates—major projects and assignments, major exams
- Final Exam Date
- Note that Syllabus is Subject to Change

## Sample Syllabi & Resources:
- Other Faculty Resources available at: [http://academicaffairs.cofc.edu](http://academicaffairs.cofc.edu)

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![It's in the Syllabus](http://www.phdcomics.com/comics/060704.jpg)