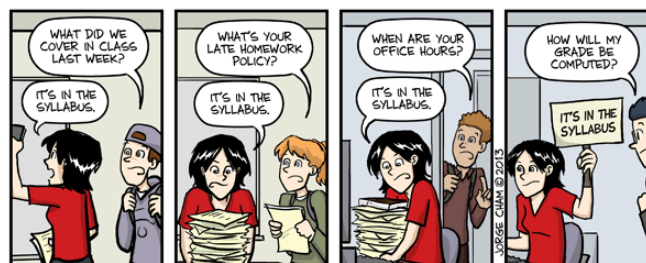


Building an Effective Syllabus

Course Bio	Course/Campus Policies
<p><u>Required</u></p> <ul style="list-style-type: none"> ➤ Instructor Name and Contact Information ➤ Office Hours and Location ➤ Course Acronym, Number, Section Number, Name ➤ Term/Year ➤ Course Meeting days, times, location ➤ Pre- & Co-requisites ➤ Student Learning Outcomes and Assessment Methods (including departmental and gen ed SLOs) <p><u>Not Required, But Helpful</u></p> <ul style="list-style-type: none"> ➤ Course Goals/Description/Expectations/Student Responsibilities/Description of Course Material ➤ Teaching Philosophy ➤ Behavioral Expectations for Students, Including Appropriate Use of Technology 	<p><u>Required</u></p> <ul style="list-style-type: none"> ➤ Attendance Policy ➤ Requirements for Meetings Outside of Scheduled Class Time ➤ Grading Policy ➤ Honor Code Statement and Consequences for Violations ➤ Disabilities Accommodation Statement ➤ Course Evaluation Statement ➤ Additional Policies Required by Department <p><u>Not Required, But Helpful</u></p> <ul style="list-style-type: none"> ➤ Withdrawal Deadline ➤ Course Evaluation In Class Administration Date ➤ Tech Policy ➤ Late Work Policy ➤ Classroom Code of Conduct ➤ College Policy on Religious Holidays
<p>Course Content</p> <p><u>Required</u></p> <ul style="list-style-type: none"> ➤ Required and optional books and materials, including software and online materials <p><u>Not Required, But Helpful</u></p> <ul style="list-style-type: none"> ➤ Due Dates—major projects and assignments, major exams ➤ Specific Grading Rubrics (if available) ➤ Final Exam Date ➤ Note that Syllabus is Subject to Change 	

Sample Syllabi & Resources:

- ❖ Sample syllabi are available at: [Example 1](#), [Example 2](#), [Example 3](#), and [Example 4](#)
- ❖ Other Faculty Resources available at: <http://academicaffairs.cofc.edu/faculty>



IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.
WWW.PHDCOMICS.COM