# Building an Effective Syllabus

## Course Bio

### Required
- 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 general SLOs)

### Not Required, But Helpful
- Course Goals/Description/Expectations/Student Responsibilities/Description of Course Material
- Teaching Philosophy
- Behavioral Expectations for Students, Including Appropriate Use of Technology

## Course/Campus Policies

### Required
- 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

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

## 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
- Specific Grading Rubrics (if available)
- Final Exam Date
- Note that Syllabus is Subject to Change

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**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**

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

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Academic Affairs
Updated 08/09/2016
Statement on Religious Accommodation for Students

The College of Charleston community is enriched by students of many faiths that have various religious observances, practices, and beliefs. We value student rights and freedoms, including the right of each student to adhere to individual systems of religion. The College prohibits discrimination against any student because of such student's religious belief or any absence thereof.

The College acknowledges that religious practices differ from tradition to tradition and that the demands of religious observance in some traditions may cause conflicts with student schedules. In affirming this diversity, like many other colleges and universities, the College supports the concept of "reasonable accommodation for religious observance" in regard to class attendance, and the scheduling of examinations and other academic work requirements, unless the accommodation would create an undue hardship on the College. Faculty are required, as part of their responsibility to students and the College, to ascribe to this policy and to ensure its fair and full implementation.

The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the College. Faculty members are expected to reasonably accommodate individual religious practices. Examples of reasonable accommodations for student absences might include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment dates. Regardless of any accommodation that may be granted, students are responsible for satisfying all academic objectives, requirements and prerequisites as defined by the instructor and by the College.

*All Jewish and Islamic holidays begin at sunset on the evening before the date given.
**Orthodox Christian holidays begin at sunset on the evening before the date given.

### 2016 - 2017 Religious Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25, 2016</td>
<td>Janmashtami</td>
<td>Hindu</td>
</tr>
<tr>
<td>September 11, 2016</td>
<td>Eid al-Adha*</td>
<td>Islamic</td>
</tr>
<tr>
<td>October 1-October 9, 2016</td>
<td>Navaratri / Dashehra</td>
<td>Hindu</td>
</tr>
<tr>
<td>October 2, 2016</td>
<td>Muharram (Al Hijrah - New Year)</td>
<td>Islamic</td>
</tr>
<tr>
<td>October 3-October 4, 2016</td>
<td>Rosh Hashanah *</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 12, 2016</td>
<td>Yom Kippur *</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 17, 2016</td>
<td>Sukkoth *</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 24, 2016</td>
<td>Sh'mini Atzeret *</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 25, 2016</td>
<td>Simchat Torah *</td>
<td>Jewish</td>
</tr>
<tr>
<td>December 11, 2016</td>
<td>Maulid al-Nabi</td>
<td>Islamic</td>
</tr>
<tr>
<td>January 7, 2017</td>
<td>Christmas (Orthodox) **</td>
<td>Orthodox Christian</td>
</tr>
<tr>
<td>February 25, 2017</td>
<td>Maha Shivaratri</td>
<td>Hindu</td>
</tr>
<tr>
<td>February 27, 2017</td>
<td>Beginning of Lent (Clean Monday) **</td>
<td>Orthodox Christian</td>
</tr>
<tr>
<td>March 1, 2017</td>
<td>Ash Wednesday (Beginning of Lent)</td>
<td>Christian</td>
</tr>
<tr>
<td>March 12, 2017</td>
<td>Purim *</td>
<td>Jewish</td>
</tr>
<tr>
<td>March 13-14, 2017</td>
<td>Holl</td>
<td>Hindu</td>
</tr>
<tr>
<td>April 5, 2017</td>
<td>Ramanavami</td>
<td>Hindu</td>
</tr>
<tr>
<td>April 11-April 18, 2017</td>
<td>Passover *</td>
<td>Jewish</td>
</tr>
<tr>
<td>April 14, 2017</td>
<td>Good Friday**</td>
<td>Christian &amp; Orthodox Christian</td>
</tr>
</tbody>
</table>