



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. (e.g., 15%, Attendance and Participation, etc.)  
If you have a policy regarding late work, how they are progressed, etc., include it.  
If you have a policy regarding grade, clearly state it.  
In order to identify and address concerns with freshmen have a meeting with them.  
also note the minimum grade for the course.



