Suggestions For Elements In A Syllabus

A. Basic Information
    1. Course Title and Section, Number of Credits
    2. Room and Time(s) Where Class Meets
    3. Prerequisites: courses, class standing, knowledge or skills
    4. Include Important Drop Dates

B. Instructor's Personal Information
    1. Instructor Name and Title
    2. Instructor Office Hours, E-Mail Address, Phone, and Web Page Address (if applicable)
    3. Office location
    4. Home Phone Number and Times to Call (if you wish)
    5. Graduate assistant contact information, office hours.

C. Texts and other materials
    1. Text title, edition, author, publisher, date
    2. Clearly State Which are Texts are Required or Recommended
    3. Location(s) for Obtaining Other Assigned Materials (e.g., Reserved Reading Desk at Library)
    4. If on Reserve, Number of Copies
    5. Accessing Electronic Materials (web sites, Blackboard procedures, etc.)

D. Course Description
    1. Can Repeat Institutional Catalogue Description
    2. Typically Includes Major Themes and Topics, Knowledge and Skills
    3. Include Any Out-Of-Class Opportunities (e.g., Field Trips), Whether Required, and Cost
    4. Extra Costs (e.g., Laboratory Fees)

E. Course Objectives
    1. Measurable objectives, accompanied by an evaluation method for each.

F. Course Requirements
    1. Explain Exactly What a Student is Expected To Do
    2. Reading Assignments
    3. Is Attendance Required?
    4. Number and Type of Tests or Laboratory Exercises
    5. Number and Type of Papers
    6. Class Participation (e.g., In-Class, E-Mail Bulletin Board Set Up For Course)
    7. Oral Presentations
    8. Group Work
    9. Estimate the Student Workload (How Much Time and Preparation the Course Will Require)
    10. Consider a Summary Page With All Assignments (e.g., Exams, Papers) Listed and Their Due Dates

G. Course Calendar
    1. Dates of Specific Lecture Topics, if possible.
    2. Reading Assignments
    3. Exams
    4. Deadlines for Papers and Other Projects
    5. Dates for Writing Assignments, Guest Speakers, Videos/Films, etc.
    6. Dates of Course Evaluation (if Known)

H. Grading Procedures and Scales - Course Policies
    1. What Grades Will Be Used, List Them (e.g., A/B, B/C, C/D may/may not be used)?

2. % Each Exam Counts Toward Final Grade

3. % Each Paper and Other Projects Count Toward Final Grade
   - What Contributes to a Paper's Grade (e.g., Intellectual Level, Quality of Writing, Level of Referenced Material Read
   - If You Use a Scoring Rubric for Papers, Distribute it To Students

4. Use of Letter Grade for Each Exam or Total Points

5. Type of Exam
   - Multiple Choice, Short Answer, Matching, Essay
   - Can Students Drop an Item?
   - Can Students Contest Items? If so, how?

6. Rules for Exams

7. Use of Quizzes, Surprise or Scheduled (Can they be made up?

8. How Group Work is Graded

9. If Attendance is Required, % of Final Grade

10. Use of Absolute Grading Standards, Curves, etc.

11. Explicit and Detailed Penalties for Late Work

12. Extra Credit Policy (If Any Is Allowed)

13. Policy on Incomplete Grades

14. Policy on Missing Exams

15. Policy on Makeup Exams

16. Policy on Grades on Makeup Exams

I. Academic Honesty Policy

One suggested wording: Cheating on an exam, plagiarizing, or any other form of academic dishonesty will be dealt with in accordance with the current CWU Student Rights and Responsibilities Policy (see the CWU catalog). The instructor reserves the right to assign a grade of "F" for the course should circumstances warrant.

J. Tips for how students can do well

1. Most learning takes place out of class

2. How many times students should read each chapter

3. How to prepare for Each Class Meeting

4. Come to class, good lecture notes taken

5. Ask questions, discussion encouraged

6. How to obtain a tutor

7. Study With Peers

8. Expected Time Devoted To Class (Rule of Thumb is 2 or 3 Hours Out of Class For Each Class Hour)

9. Copy Overhead Material

10. Invite Students With Special Needs to Meet With You Early In the Semester

11. Address of Text Web Page