Syllabus (pl. Syllabi)

Every syllabus should have:

* Title Of the Course
* Professor’s info (name, location, time, office hours, phone, email)
* Current year and updated information
* Course Description
* Learning Objectives and Learning Outcomes
* Course Outline / Plan
* Readings / Textbook Requirements (Course requirement)
* Grading System and Guidelines For Knowledge Assessment
* Methods of Instruction
* Special Equipment / Software Support (Technical requirements)

Optional components include:

* Connection to the Core Curriculum
* Duration
* Credit hours
* Assignments supporting learning outcomes
* Academic integrity
* Assistance for Students with Documented Disabilities
* Course policies and expectations

1) Attendance and Participation

2) Assignments and Submission Guidelines

3) Testing Policy

4) Late and Missing Submission Policy

Things to keep in mind while working on a syllabus

* Clarity
* Individuality (you establish the policy of the course)
* Branding/attractiveness

**Syllabus Checklist**

|  |  |
| --- | --- |
| **Structure and Content:** | |
| 1. The syllabus contains a title of the course, professor’s info (name, location, time, office hours, phone, email). | **/10** |
| 2. The syllabus is updated and contains the current year of the course | **/10** |
| 3. The syllabus contains a clear course description, learning objectives and learning outcomes. | **/10** |
| 4. There is a course outline or plan. | **/10** |
| 5. There are course requirements (Readings / Textbooks) and technical requirements (special equipment or software support) | **/10** |
| 6. Grading system and guidelines for knowledge assessment are present. | **/10** |
| 7. Methods of instruction are described. Course policy is optional but might be helpful. | **/10** |
| **Language and Format** | |
| 8. The syllabus is free of grammar and vocabulary mistakes. There are no mistakes in punctuation, spelling, capitalization and word order. | **/10** |
| 9. The syllabus is consistent in format, well readable and branding is appreciated. | **/10** |
| 10. The syllabus is clear and reflects your course requirements. | **/10** |
| **Total: /100 points** | |
| **Grade:** | |