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**

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| **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:**  |