Sample Syllabus Outline

Course Title

I. Prefix & Number
II. Title
III. Credit
IV. Semester
V. Instructor
VI. Office Location
VII. Office Hours
VIII. Telephone & email
IX. Prerequisite Course(s), if any (300 & 400 level courses must have prereq).
X. Course Description
XI. Course Objectives
XII. Texts, readings, and instructional resources
  ▪ Required Texts
  ▪ Recommended Texts
  ▪ Additional Readings
  ▪ Description of Instructional Procedures

XIII. Assignments, evaluation procedures, and grading policy
  ▪ Academic Requirements – describe academic requirements here (i.e., paper, project, case study, exam, etc)
  ▪ Administrative Requirements – describe administrative requirements here (i.e., attendance, incomplete policy, etc)
  ▪ Grading – describe grading scale here (i.e., point scale or percentage scale based on academic and administrative requirements, etc)

XIV. Weekly Schedule – (i.e., session/date, topic/assignment, readings, due dates)

XX. Standard Provost’s Statements (Does not have to be included in the syllabus sent to the curriculum committee.)
  ▪ Academic Integrity
  ▪ DRC/LES
  ▪ Religious Holiday’s
  ▪ Student Conduct