

Checklist for Designing a Syllabus¹

Required Header Information

- ❑ Course number, title, and section
- ❑ Semester
- ❑ Days/times class meets
- ❑ Location of class
- ❑ Professor's information
 - Name
 - Office hours and location
 - Contact information – office phone #, email
- ❑ TA's information (if applicable)
 - Name
 - Office hours and location
 - Contact information – office phone #, email

Optional Header Information

- ❑ Name of university
- ❑ Title of department
- ❑ Home phone # (not recommended)

Description of Course or Course Objectives

The content of this section of your syllabus will vary depending on the type of course you will be teaching. This section may include:

- ❑ List of course prerequisites
- ❑ Description of the content of the course
 - What key ideas, issues, or topics will be explored?
 - What key texts will be the object of study?
 - How will the course be structured or organized?
 - How will the course content fit within the context of the discipline, careers, or life-long learning?
 - What methodology will be employed in the course?
 - What is the importance of the course content? Why was the subject matter chosen?
- ❑ Objectives or goals for students – by the end of the course:
 - What should they know?
 - What skills should they acquire?
- ❑ Information on Teaching Philosophy
 - What is your approach for teaching this course?

¹ Much of this information was adapted in part from Florida State University's handbook, which can be viewed online (<http://online.fsu.edu/learningresources/handbook/instructionatfsu/PDF-Chptr3.pdf>).

- What do you think students should do to best benefit from the course?

Required Textbooks, Videos, or Course Supplies

- ❑ Which texts, videos, or supplies are required, and which are optional?
- ❑ Which texts or videos are available in the bookstore?
- ❑ Are course readers available at the copy center?
- ❑ Which texts are available in the library, either
 - On reserve
 - Available online
- ❑ Which supplies are available in the bookstore?
- ❑ Which course material is available on the web?
 - Give the URL's for the websites

Policies and Expectations

- ❑ Course assignments and guidelines
 - Preparation expectations
 - Quizzes and exams
 - Final exams
 - Papers
 - Group projects
 - Presentations
 - Labs
- ❑ Attendance requirements
 - How many absences are allowed?
 - Is attendance a percentage of the grade?
- ❑ Lateness policy
 - Students should be required to arrive on time.
 - Will there be penalties for lateness?
- ❑ Class participation
 - Are students required to verbally participate in class?
 - Are there other components in the course, which count under participation?
- ❑ Late assignments
 - Will you accept late assignments?
 - If so, will late assignments be penalized? How much?
- ❑ Late and missed work policies
- ❑ Grading policies
 - At Syracuse University, there is no standardized policy on what constitutes an "A," "A-," "B+," etc. Check with your school or your department to see if there is a specific standard employed within your school or department.
 - For more information on Syracuse University's grading policies, see the undergraduate catalog: <http://www.syr.edu/publications/undergradcat/intro.pdf>

Important Notices and Disclaimers

- ❑ Plagiarism warning: “Plagiarism is unacceptable in this course. You are plagiarizing when you use someone else’s words as your own. When using someone else’s words, be sure to use the proper quotation and citation methods.”
- ❑ Students with Special Needs:
 - In compliance with Section 504 and the Americans with Disabilities Act (ADA), Syracuse University is committed to ensure that "no otherwise qualified individual with a disability...shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity."

If you feel that you are a student who may need academic accommodations due to a disability, you should register with the Office of Disability Services (ODS) at 804 University Avenue, Room 309, or call 315/443-4498, or 315/443-1371 (TDD only). ODS is the Syracuse University office that authorizes accommodations for students with disabilities.

- ❑ Escape clause: “The above schedule and procedures in this course are subject to change in the event of extenuating circumstances.”

Resources Available to Students

- ❑ Useful websites
- ❑ Useful introductory texts
- ❑ Useful reference texts
- ❑ Information on tutoring centers
- ❑ Information on writing center
- ❑ Study groups

Course Schedule

A course schedule can be organized textually, but it can also be done with a table, which visually organizes the data. For example:

<i>Date</i>	<i>Topic</i>	<i>Reading Assignment</i>	<i>Papers/Exams/Quizzes</i>
Mon Feb 1	Origins of Christianity	Burton Mack, <i>Who Wrote the New Testament</i> , 1-42.	
Wed Feb 3	Judaism and Early Christianity	Elaine Pagels, <i>The Origin of Satan</i> , 3-34. <i>Optional Reading</i> : Pagels, 35-62.	First paper due
Fri Feb 5	Holiday Break		
Mon Feb 8	Religion and Myth	Russell McCutcheon, “Myth” (available online).	Quiz: Early Christianity

In the course schedule, include information on:

- ❑ Topics

- ❑ Reading assignments
- ❑ Lab dates
- ❑ Paper, project, or presentation due dates
- ❑ Exam/quiz dates
- ❑ Holiday Breaks
- ❑ Planned absences

Other Helpful Information

Important Syracuse University links:

Disability Office: <http://www.syr.edu/policies/disability.html>
 Final exam schedule: <http://sumweb.syr.edu/registrar/exams.htm>
 Course Reserves @ library: <http://libwww.syr.edu/information/reserves/index.html>
 Academic calendar: <http://sumweb.syr.edu/registrar/indexback.htm>
 Classroom equipment page: <http://www-fcms.syr.edu/classrooms/crgsearch.cfm>
 Info on plagiarism (Maxwell):
<http://www.maxwell.syr.edu/maxpages/faculty/merupert/Teaching/plag.htm>
 Blackboard: <http://blackboard.syr.edu/>
 Graduate School: <http://gradsch.syr.edu/>

Websites on creating a syllabus:

<http://online.fsu.edu/learningresources/handbook/instructionatfsu/PDF-Chptr3.pdf>
<http://cte.udel.edu/syllabus.htm>.
<http://web.syr.edu/~tsdavi01/essentials.htm>

Websites containing sample syllabi:

<http://aarweb.org/syllabus/default.asp>
<http://web.syr.edu/~tsdavi01/samples.htm>

Websites containing general information on pedagogy:

<http://homepages.ualgary.ca/~stuzlak/GeneralResources/HowToWrite.htm>