

ACADEMIC CONTENT

Each course syllabus MUST include the following elements. Other information may be included on the syllabus or distributed as handouts along with the syllabus:

1. Instructor's Name
2. Contact Information (i.e., office location, telephone number, email address, office hours)
3. Course name, number, and term of the current course (e.g., Fall 2010)
4. Brief Course Overview
5. Class meeting location (e.g., Monroe Hall 111) and meeting time (e.g., MWF 11:30 am – 12:20 pm)
6. Required reading materials and texts including: **(note this information must also be provided to the Bookstore)**
 - Title
 - Author
 - Edition
 - ISBN
 - List of any other required materials or course fees (if applicable)
 - Note: If the textbook information is not available when your syllabus is posted, you may indicate "to be determined".
7. A statement concerning each of the following elements:
 - Expected Student Learning Course Outcomes (these should be consistent with the learning outcomes specified by the program/department and posted on its Intranet site)
 - Types of Assignments
 - Sequence Of Topics/Calendar (dates) of Assignments
 - Basis or Criteria for Assigning the Course Grade
 - Grading Scale
8. Policy statements covering Attendance/Absences, Late or Delinquent Work, Participation/Behavior expected in class, and Cheating and Plagiarism.

Note: if there is any information in your syllabus that is subject to change, please note this in the appropriate place(s).