the syllabus is
an agreement

- The syllabus acts as a framework for a mutual setting of goals and expectations
a complete schedule

- Lists specific course topics for each week, their scope and coverage, as well as due dates for all assignments, projects, labs, and exams
a course description

Includes:

- The larger learning goals or course rationale
- How the course will benefit the student
- Knowledge and abilities to be emphasized
- How and why the course is organized in a particular sequence
- Learning objectives: what the students should learn (4 or 5 max)
establishes policies and expectations

- Consider a grading policy for:
  - Attendance/lateness
  - Class participation
  - Late work
  - Missed tests
  - Extra credit
  - Technology use

- Makes explicit the relationship between requirements, performance, and the final grade
establishes policies and expectations

- Academic honesty policy
- ADA policy
- Campus policy on syllabi: See The Faculty Handbook, Chapter 5

http://www.calstatela.edu/academic/senate/handbook/ch5.htm
establishes policies and expectations

- Copyright Statement:
  Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act.
gives administrative and logistical information

- Faculty information, including campus email, location of and office hours
- Course name and section
- Dates and meeting times
- Identifies modalities (online or asynchronous)
- Identifies all meeting places
- Required and recommended textbooks and materials and where to find them (campus LMS, Library)
- Course prerequisites
A good syllabus
is relational

- Includes learning outcomes (required) that are measurable
- Cites the course within the major
  - Anticipates courses to come
  - Builds on prior courses
  - Addresses scope, coverage and sequence as these relate to larger goals of the program
- Contextualizes the course within the discipline or profession
Students know the expectations that are required for the class on the first day

Serves as a study guide: helps students to prepare and track class projects, exams, readings

Helps students to assess their course progress
• The syllabus should be written to cover the worst-case situation.
• Requirements can always be relaxed but not made more restrictive.
always includes a caveat

- End each syllabus with a caveat to protect you, your department, and the University if changes in the syllabus must be made once your course is underway

This syllabus may be subject to change.
reflects your philosophy

- What is your approach to teaching this course? What do you think students should do to best benefit from the course?

- Some faculty include a statement regarding the student’s responsibility for learning and faculty responsibilities as the instructor of record.
influences student attitudes and increases motivation

- Orients students and helps to alleviate anxiety
- Allows students to self-assess as the course progresses
- Conveys enthusiasm for the subject and sparks student interest
- Indicates that the goals are attainable yet establishes an intellectual challenge
is ultimately helpful for course design and teaching development

- Provides a visual framework of the course
- Organizes and structures your course material
- Paces the course
- Can be an indicator of course success
- Clarifies course goals and objectives and strategies for achieving them as you move through the course