Syllabi should include the following (per accreditation standards and):

\_\_\_\_\_Faculty name

\_\_\_\_\_Course title and section number

\_\_\_\_\_Contact information (email, phone number, etc.)

\_\_\_\_\_Office hours and office location (required for full-time faculty)

\_\_\_\_\_Methods of instruction

\_\_\_\_\_Required components beyond the lecture setting: hybrid, online, lab setting

\_\_\_\_\_Course description

\_\_\_\_\_Course Level Student Learning Outcomes (SLO’s)

\_\_\_\_\_Course Objectives

\_\_\_\_\_Planned topics and important dates

\_\_\_\_\_Textbook information

\_\_\_\_\_Required and optional materials (if any)

\_\_\_\_\_Grading policy and methods of evaluation (grading rubrics are helpful, but not required)

\_\_\_\_\_Class policies and procedures

\_\_\_\_\_Final Exam Schedule

1. A syllabus is required for each student in your class
2. The syllabus should be given out during the first week of class
3. A copy of the syllabus should be given to your department chair and another copy given your dean and/or their administrative assistant. This should be done before the end of the first week of the semester.