SYLLABUS BASICS
Constructing the Syllabus

A well-planned syllabus can go a long way toward managing the key aspects of the course. Content, format and look are all important ingredients.

Parts of the syllabus

- Course Data --- Title, meeting times, location, credits
- Instructor Information --- Name, contact information, office hours, a brief description of scholarly/research interests
- Purpose of the Course --- Specific topical orientation of the course, its scope, and where it fits in with other or related courses
- Course Prerequisites --- Prior coursework required, specific knowledge needed (language skills, for instance), and any specialized skills expected (computer literacy, computations skills, etc.)
- Course and Unit Objectives --- A succinct statement about the course's objective in terms of students' knowledge and/or abilities, and some indication of the objective of each unit (may be incorporated into the calendar section)
- Learning Resources ---- Texts, handouts, other printed or electronic resources
- Course Calendar --- A session-by-session outline of topics, activities, and assignments
- Course Requirements --- Homework, assessment tools, projects etc.
- Evaluation System --- A description of evaluative criteria to be used by the teacher (quality of work, format, scope, presentation, etc.)
- Grading procedures --- Grading standards and policies based on the evaluative criteria
- Success Tips --- Specific suggestion to the students of ways in which success in the course can be achieved (study skills, work standards etc.) For student study skills web sites, see the "Links" section of this site.

Syllabus format & look
As a general rule, the syllabus should be:

1. Formatted in an outline, bulleted fashion;
2. Organized in a logical and easy to follow way;
3. Stated in brief sequences, never longer than 3-4 lines per item.