Items to Include in Your Syllabus

Necessary Items:

• Instructor name, course number and title. Semester and year.
• Course Objectives:
  o Clear statements of what the student will learn from the course.
  o Broken down by course topics if appropriate.
• Textbook(s) for the course.
• Other supplemental materials – where they may be obtained and their costs.
• Office Hours – Ex: 10 posted hours are required for full-time teaching status.
• Contact Information – Office location, Email, Office Phone. Your preferences are?
• Co-requisites or Pre-requisites.
• Is there a lab or discussion section that is associated with this course? If so, how are the grades determined for the various components.

Instructor Policies:

• Attendance Policy – if missing classes count in grade.
• Policies on cell phone use in class.
• Format to be used for written assignments. Use of engineering paper, write on one side, underline answers, neatness and organization, spelling and grammar expectations. Margins and right hand justification. Widows and orphans.
• Homework and assignment late policy. Ex. Late homework is not accepted or only worth 50% etc.
• Calculator usage, types, etc.

Other:

• Indicate if this course meets the qualifications of a general education requirement. Ex: Historical perspective, social science, speech, mathematics, Lab Science, etc.
• Tutoring available – give examples: Math Learning Center (Gardner Hall), Student Support Services (Warner Hall), Writing Center (Brigham Hall), etc.

A Calendar of assignments and due dates if known:

• Mid-term D/F postings in PASS (or instructor may notify student directly).
• Final Exam Info: Date and Location, if known.
• Reading assignments in the textbook.
• Lecture topics.
• University’s last day to drop a class. Any other rules you may have associated with this policy.
University Student Policy Statements:
Please refer to the websites listed below for information on…

- Religious Accommodations
- Disabilities
- Absences
- Academic Misconduct

http://www.uwplatt.edu/stuaffairs/index.html

http://www.uwplatt.edu/university/documents/student_policies/index.html