Functions of Your Syllabus

A  Establish an early point of contact

<table>
<thead>
<tr>
<th>Basic Course Information</th>
<th>Basic Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Department</td>
<td>- Name of instructor (title and rank)</td>
</tr>
<tr>
<td>- Course title and course number</td>
<td>- Office address and phone number</td>
</tr>
<tr>
<td>- Number of units/credits</td>
<td>- Email address (with some indication of time to allow for response)</td>
</tr>
<tr>
<td>- Semester</td>
<td>- Office hours</td>
</tr>
<tr>
<td>- Meeting time and location</td>
<td>- Names and contact information for TAs</td>
</tr>
</tbody>
</table>

B  Provide a conceptual framework

- Introduction to the subject matter, what the course is about
- Overall course goals or objectives
- Conceptual structure used to organize the course, why it is organized the way it is
- How the course fits in the college or department curriculum
- Format of the course

C  Share your perspectives

- Motivation/inspiration: Why students would want to learn the material
- Philosophy of teaching and learning

D  Describe student responsibilities

Course requirements and assessment overview
- Nature of assignments and exams (details can be in a separate handout)
- Deadlines and test dates
- Description of grading procedures
- Description of how grades will be assigned, components of final grade, weights, grading scale

Prerequisites
- Courses that students should have successfully completed
- Knowledge students are expected to have

E  Provide learning resources

- Textbook and other required materials
- Supplemental readings
- Campus and college resources—tutoring, writing, counseling
- Estimate of student work load
- Hints on how to study, take notes

F  Explain logistics of the class

Course Policies
- University-based policies—academic integrity, statement on accommodations
- Course-specific policies—late assignments, make-up exams, attendance, participation, etc.
- Important dates such as drop dates, final exam date, etc. See campus academic calendar.
- Statement on inclusivity: See link by “additional inclusivity statements and classroom inclusion strategies” from ASEE.

Course Calendar or Schedule
- Sequence of course topics with tentative (or firm) dates
- Due dates for assignments, exams
- Preparations or readings

Example: You can view an example of a syllabus from ECE 110.