

The following is a list of information that is minimally required on every Course Syllabus. The order, format and terminology are at the discretion of the instructor.

#### General

1. Course number, title, course description (100 words maximum)
2. Instructor's name, office hours, telephone extension, e-mail
3. Required texts and other materials
4. Course Objectives  
What are students expected to know and be able to do after taking the course that contributes to their attainment of Program Objectives.  
May include some of, but is not limited to, the following:

knowledge or understanding of the principles of field  
content of the discipline  
modes of inquiry  
writing  
problem-solving  
statistical analysis  
use of technology in a way appropriate to the field  
future career roles  
life-long learning skills

#### Polices and Schedules

5. Student Task Requirements (Undergraduate, Graduate)  
A list of all assignments (or required elements rather than specific assignments) and a brief discussion (several sentences to a paragraph) of what the assignment entails and what is expected.
6. Grading Policies and Formulae  
Breakdown of the total course grade by element and a specific grading scale with letter grade and percentages
7. Course policies  
Statement of absence policy  
Statement about academic integrity  
Drop dates
8. Weekly course outline  
List the topics to be covered weekly.
9. A list of additional resource materials and/or readings must be included for graduate courses or 300 level courses with Graduate credit