

03.15.04
SYLLABUS TEMPLATE AND GUIDELINES

I. SYLLABUS TEMPLATE

Course Information

Document date:
Course number and title:
Class time and day:
Classroom building and room number:
Additional facilities, if applicable:
College name and address:

Instructor information

Name:
Office phone:
Department phone:
Home phone:
Fax number:
E-mail address:
Office hours/times that you are available for students to contact you:
Office location:

Required texts and materials

Text(s):
Supplies/Materials:
Bibliography, supplemental and suggested readings:.
Course fee(s):

Content introduction

Instructor's message to the student
Purpose of the course

Course description
Course rationale
Prerequisites

Goals and objectives

Grading policy and evaluation procedures

- Credit hours:
- Grading scale:
- Requirements and assignments:
- Standards and proportions used:

Classroom policies

- Academic Integrity:
- Attendance policy:
- Absences:
- Tardiness:
- Late work and makeup assignments:

Conaway Center Statement

Students with disabilities are requested to present their Columbia accommodation letters to their instructor at the beginning of the semester so that accommodations can be arranged in a timely manner by the College, the department or the faculty member, as appropriate. Students with disabilities who do not have accommodation letters should visit the office of Services for Students with Disabilities in room 520 of the Congress building (312.344.8134/V or 312.360.0767/TTY). It is incumbent upon the students to know their responsibilities in this regard.

Course calendar

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Week 11:

Week 12:

Week 13:

Week 14:

Week 15:

Disclaimer statement

Optional suggestions:

- How to study for this course
- Self-tests (with answers), questions keyed to the course objectives
- Forms, created by the instructor, soliciting course feedback (e.g., errors in materials; difficulty using resources; troubles with technology, equipment, facilities)
- Computer literacy assumptions/requirements, and instructions and suggestions for use of computer technology

- Space in the syllabus for taking notes and writing in adjustments and clarifications (wide margins, extra white space)
- Because the intended audience for your syllabus is your students, speak to them directly by using "you."
- The Conaway Center suggests the following statement to be included in syllabi:
“Students with disabilities are required to present their Columbia accommodation letters to their instructor at the beginning of the semester so that accommodations can be arranged in a timely manner by the College, the department or the faculty member, as appropriate. Students with disabilities who do not have accommodation letters should visit the office of Services for Students with Disabilities in room 520 of the Congress building (312.344.8134/V or 312.360.0767/TTY). It is incumbent upon the students to know their responsibilities in this regard.”
- If your syllabus is online, be sure that it is in an easy-to-print format so that your students may have a hard copy to bring to class and to annotate, as needed.

II. SYLLABUS GUIDELINES

The following are **required** elements of all syllabi (guidelines for each are in italics):

Course Information

Be sure to amend these elements as they change by semester.

Document date:

Course number and title: *Please double-check the course number and title to see that it matches what is represented on OASIS.*

Class time and day :

Classroom building and room number:

Additional facilities, if applicable: *(laboratory, studio, museum, practice room)*

College name and address: *Also included should be the College name and address, as follows:*

Columbia College Chicago
600 S. Michigan Avenue
Chicago, Illinois 60605

Instructor information

The only optional information below is the home phone number.

Name:

Office phone:

Department phone:

Home phone: *optional*

Fax number:

E-mail address:

Office hours/times that you are available for students to contact you:

Office location:

Required texts and materials

Text(s): *Include author, title, and edition. Also include where to obtain the text(s), if not available through the Columbia bookstore.*

Supplies/Materials: *Include sources, brands, and preferred providers*

Also include how the text(s) and materials will be used.

Bibliography, supplemental and suggested readings: *If any.*

Course fee(s): *Please explain the amount of the course fee, and what it is applied towards (i.e., photocopying, supplies).*

Content introduction

Instructor's message to the student

Purpose of the course

Course description

This description should be the same as the course description for this class in the Columbia undergraduate catalog and in OASIS.

Course rationale

For whom is the course intended? What requirements does this course fulfill – for a major, minor and/or concentration?

Prerequisites

Goals and objectives

- *Should be the same for **all** sections of a multi-section course.*
- *Should be stated as student learning outcomes, for example, "At the successful completion of this course, the student will..." or "At the successful completion of this course, you will be able to..."*
- *May be organized according to the units of the course, if appropriate, including projects and options.*
- *Should correspond, when appropriate, to the professional standards of the discipline in the work environment that the student is preparing to enter.*

note: *Remember that the goals and objectives for a course serve as the point of departure for the Columbia College Chicago assessment procedures.*

Grading policy and evaluation procedures

- *Credit hours: Be sure this matches what is in OASIS.*
- *Grading scale: Please note that +/- grades are now accepted by OASIS.*
- *Requirements and assignments: For example, exams, quizzes, projects, papers, presentations, participation. Also include the percentage each represents of the final grade.*
- *Standards and proportions used:*

Classroom policies

- *Academic Integrity: See page 11 in the Columbia College Chicago 2002-2004 Course Catalog.*
- *Attendance policy: Columbia standard is that more than 3 absences in a course that meets once per week will result in an automatic failing grade.*
- *Absences: How to notify instructor of an anticipated absence.*
- *Tardiness: Columbia standard is that 2 instances of tardiness constitute one absence. Also include how to notify instructor of anticipated tardiness.*
- *Late work and makeup assignments: Procedures and policies regarding these.*

Course calendar

*Outline and schedule **for each class session** – this should include dates specific to **each semester** and should include the following for **each session**:*

- *Assignments/readings to be prepared in advance*
- *Objective/topic to be covered*
- *Non-graded assignments and expectations*
- *In-class activities*
- *Student evaluations of teaching and learning - week 11*
- *Graded assignments - due dates **HIGHLIGHTED***
- *Exam dates **HIGHLIGHTED***

Conaway Center Statement

This statement must appear verbatim:

Students with disabilities are requested to present their Columbia accommodation letters to their instructor at the beginning of the semester so that accommodations can be arranged in a timely manner by the College, the department or the faculty member, as appropriate. Students with disabilities who do not have accommodation letters should visit the office of Services for Students with Disabilities in room 520 of the Congress building (312.344.8134/V or 312.360.0767/TTY). It is incumbent upon the students to know their responsibilities in this regard.

Disclaimer statement

The disclaimer statement addresses that the syllabus is a fluid document. Examples are as follows:

- This syllabus may be amended as the course proceeds. You will be notified of all changes.
- Please be aware that this syllabus is subject to change. Students shall be notified of any changes.

Additional suggestions and guidelines:

- The instructor may add a section about how to study for this course.
- Also helpful may be self-tests (with answers), questions keyed to the course objectives.
- Forms, created by the instructor, soliciting course feedback (e.g., errors in materials; difficulty using resources; troubles with technology, equipment, facilities) may also be included.
- A section detailing computer literacy assumptions/requirements, and instructions and suggestions for use of computer technology may be included.

Because the intended audience for the syllabus is students, they may be addressed in the text directly by using "you."