

Course Syllabus

The syllabus gives your students the idea of what your course will be like and what is expected of them. A well-constructed syllabus will help minimize misunderstandings and possible grievances by making the major aspects of the class clear to your students. You, as the instructor, do have some freedom as to how detailed your syllabus needs to be and what content you include on it. Here are some general suggestions as to what to include, and your department may also have other recommendations.

- General Course and Instructor Information.
 - ✓ Course Title, number, meeting times, and meeting place.
 - ✓ Instructor name, title, and contact information. Office number and office hours should be included, if you have an office.
 - ✓ Course description and prerequisites.
- Course requirements.
 - ✓ Title of textbook(s) and other required course materials.
 - ✓ Purpose /rationale of the course.
 - ✓ Course learning outcomes.
 - ✓ Teaching/instructional method.
 - ✓ Assignment(s) and assessment method(s). Papers, presentations, quizzes, exams, etc., should be mentioned.
 - ✓ Calculation of course grade, method and strategy.
- Course policies
 - ✓ Academic misconduct.
 - ✓ Attendance.
 - ✓ Participation.
 - ✓ Student Disability Services and accommodation policy.
 - ✓ Discrimination, harassment policy.
 - ✓ Rules of respect and decorum.
 - ✓ Due date and late policy for assignments and activities.
 - ✓ Other department or school requirements.
- Course calendar.
 - ✓ Dates and topics of class meetings.
 - ✓ Dates of exams and quizzes.
 - ✓ Due dates for assignments and other class activities.
- CCSU syllabus statement suggestions.
 - ✓ Disability statement (<http://www.ccsu.edu/sds/files/DisabilityStatement.pdf>)
 - ✓ Diversity and Equity statements on discrimination, harassment, sexual misconduct, stalking, and partner violence
(<https://www.ccsu.edu/diversity/files/Syllabus%20Statement%20on%20Discrimination%20and%20Harassment.pdf>)