SYLLABUS TEMPLATE

COURSE NUMBER & TITLE

PROFESSOR

OFFICE ADDRESS

EMAIL ADDRESS

OFFICE HOURS

COURSE DESCRIPTION
Include: catalog description, number of course units, and prerequisites (or co-requisites). For cross-listed courses, all applicable prefixes and course numbers should be on the syllabus.

COURSE MATERIALS
Include: a clear listing of all required materials (such as books, lab manuals, study guides, and supplies). A supplemental listing of recommended readings may also be appended.

COURSE REQUIREMENTS
Include: assignments, examinations, projects, term papers, field trips, laboratory experiences, etc.

COURSE PURPOSE & LEARNING GOALS
Include: a purpose statement including a thoughtful, reflective statement as to why the course exists, and if applicable the rationale for cross-listing the course. It must also indicate learning goals and learning activities and how they relate to each other. Performance goals can be referenced to specific state or accreditation standards as appropriate and should be defined in terms of specific skills students should acquire.

COURSE SCHEDULE
Include: a chronological listing of topics covered with dates due for assignments, examinations, field trips, and/or laboratory experiences. This section may include a disclaimer about precise dates and mention of the possibilities of unannounced quizzes, minor changes in requirements, and the like.

Also include: a statement about the use of the 4th hour.

GRADING
Include: criteria for determining final grades. These include the relative value of graded assignments, formulae for computing grades, and, if applicable, rubrics for evaluating other work. However, it may be appropriate to inform students that more precise information on assignments and how they are to be graded will be given out later in the course.

LINKS TO SELECTED TCNJ POLICIES
Final Examination-Evaluation-Reading Days
Absence and Attendance
Academic Integrity
Americans with Disabilities Act (ADA)