Sample Guideline

All syllabi must include the following sections:

Course Information: Course Title, Course Code, Semester/Year, Instructor Name, Contact Information, Email, Phone, Office Hours.

Course Description: Provide a brief overview of the course, its scope, and its relevance to the field of study.

Course Objectives: Detail the learning outcomes students should achieve by the end of the course.

Course Grading: Explain the grading system, including the weight of each component

Attendance: Outline expectations for attendance and consequences of excessive absences.

Late Work: Define the policy on late submissions, including any penalties.

Academic Integrity: State the expectations for academic honesty and the repercussions of cheating or plagiarism.

Accessibility: Provide information on accommodations for students with disabilities and how to request them.