**Re: Syllabus Guidelines for the 2019-2020 Academic Year**

Here are English translations of important sections of the “syllabus request” letter and “syllabus guideline” file that you received by email on December 21st.

1. Your syllabus must include the following:
2. Clear objectives:

* Write what the students will be able to do at the end of the course.
* Do not just write one goal, but several.
* Write sentences with “students” as the subject.
* “At the end of this course, students will be able to ….”

1. Specific contents for each class:

* Write what you plan to do for each of the 15 classes, so that students can see that the course proceeds towards the final objective(s).
* Do not write “final test” on the 15th week.
* Write what needs to be done to prepare for the next class and how to review for the class just received.

1. Clear evaluating and grading system:

* Evaluation is done to demonstrate if the student has reached the course objectives so it is important to include several ways to evaluate students i.e. quizzes, tests, presentations, homework during the semester.
* Explain the mark breakdown. Use % and not points for each section
* Explain how grading is done. i.e. use an evaluation rubric.
* In the first class tell the students your rules regarding absences, being late, submitting assignments etc. Tell them the university rule for failing a course is missing more than two-thirds of a class during one semester.

1. All quizzes, tests or anything on which you have evaluated students (i.e. reports, notebooks, presentation evaluation sheets) must be kept for five years. If you cannot keep the original, make a photocopy and keep it.
2. It is strongly encouraged that you implement “active learning” in your classes through pair work, group work, presentations, etc.
3. The contents of your English class should help the students to achieve better cultural understanding, to gain a greater proficiency in the language, to learn how to study on their own, etc.
4. The contents of your syllabi should be based on your teaching experience or research activities. You should include a sentence or two in your syllabus stating that your course will include subject matter etc. that you have taught, learned, or researched.
5. Please be aware that your syllabus is not something just based on what the teacher thinks is best.
6. It is important that you explain the details of the syllabus during the first class. Many students do not look at the syllabus online, so perhaps print it out and make sure everyone has a copy on the first day.
7. Please include in syllabus a way for the students to contact you (i.e. email address) or tell them when you will be at the university and available to talk about assignments, etc.
8. If you use a textbook, include all necessary information (title, price, publisher, ISBN) in your syllabus.

10. VERY IMPORTANT - All syllabi will be checked and if the contents are not clear or do not adhere to the guidelines, it will be returned to you for revisions.

Schedule:

**Dec 25~Jan 25 – submit syllabi**

Jan 28 – syllabi sent to someone who will check them

Jan 29~Feb 8 – syllabi will be checked

Feb 12~Feb 13 – syllabi that need revisions will be returned

**Feb 14~Feb 22 – revise syllabi**

Feb 25~Feb 27 – syllabi sent to be checked again

**Feb 28~Mar 5 – final check period**