**School of Information Sciences**

**University of Illinois at Urbana-Champaign**

**Requirements for Course Syllabi**

The School of Information Sciences Curriculum Committee requires the following elements for faculty submitting new courses for approval, and that are written with a student audience in mind:

* Course rubric, number, title, and number of credits (if differential credit, also indicate)
* Instructor's name, office location, and contact information
* Catalog description
* Description of the course that expands on the catalog description
* Notation of any pre-requisites, as well as requirements course meets (Gen Ed, major/minor requirement, other)
* Notation of frequency and duration of class meetings (e.g., MWF 10:00-10:50 AM, TR 8:00-9:15 AM)
  + See http://provost.illinois.edu/policies/policies/courses/proposing-new-courses for more information on the relationship between Credit Hours and Contact Hours
* List of required and, if applicable, recommended course texts with complete information such as author(s), publisher, date of publication, plus where to obtain texts (including any found online)
* List of 3 or more Student Learning Outcomes (SLOs) for the course.
  + For Gen Ed courses, consider keying to the specific Gen Ed requirement; for courses in the major, to major program goals. For more information about SLOs, see https://provost.illinois.edu/assessment/learning-outcomes-assessment/what-is- learning-outcomes-assessment/#categories).
* List of the degree program objectives
* iSchool Goal
* List of applicable University of Illinois Campus-Wide Learning Goals
* Course Calendar that includes course topics, daily readings and assignments, and due dates
* Course grading policies and breakdown of final grade (e.g., Papers 40%, Exams 40%, Group Presentation 20%); a brief description of major assignments is also helpful to include.
* Course attendance policy, including instructor’s policies on late work, makeup exams, etc.
  + See http://admin.illinois.edu/policy/code/article1\_part5\_1-501.html
* Statement on Academic Integrity
* Statement for students who need disability accommodations

For Graduate Courses (400 and 500-level) please review the Graduate College Requirements and Recommendations for Syllabi, http://www.grad.illinois.edu/courses-syllabi for required elements.

For Online Courses please review the LAS Online guidelines & policies and inform students as necessary http://www.lasonline.illinois.edu/faculty/policy/

Additional Resources from the Center for Innovation in Teaching & Learning (CITL):

Purposes of a Syllabi, https://citl.illinois.edu/teaching-resources/course-preparation/creating-a-syllabus and

Guidelines to the Organization and Contents of a Syllabus, https://citl.illinois.edu/docs/default- source/default-document-library/organization-of-syllabus.pdf

Adopted DATE