

Some Things to Consider When Preparing a Course Syllabus[†]

1. Include your name and contact information – office number, phone number(s), and e-mail address. Let your students know your preferred methods for communicating with you.
2. Identify your office hours – generally 3 or more hours per week. Try to make yourself available on multiple days and at different times during the week.
3. Identify any teaching assistants or lab instructors for the course and provide their contact information and availability.
4. Provide links to your course web page, Moodle address, or other electronic resources. Put a copy of your syllabus on the web.
5. Provide a general overview of the course, including your learning goals and expected outcomes. Identify any prerequisite course work or experience.
6. Identify the text books or other resources you expect your students to purchase and provide information on where they can get them.
7. Identify journal articles or supplemental material you expect your students to have access to and where they can find this material.
8. Provide a detailed schedule of lectures and events during the term, including a list of topics and corresponding citations for readings or other material for which students will be responsible. Note all important deadlines for assignments or other work.
9. Identify the dates and times of examinations. Draw attention to exams scheduled outside of the normal class time.
10. Identify any outside-of-class events (e.g., field trips, lectures, films, performances) that students will be expected to participate in. Provide dates and times if known, or signal that more information will be forthcoming.
11. State your attendance policy. The College's general policy is that students are expected to attend all of their classes and scheduled course events and are responsible for any work missed. Note that quizzes and exams may not be scheduled, and assigned papers will not be due, on major religious holidays as defined in the course catalogue.

Students are not permitted to miss a class for an athletic practice. Students are permitted to miss a class for an athletic contest but only at the discretion of the professor of that class.
12. State your policy on work handed in late, missed assignments, quizzes, or exams.
13. Provide a statement on academic honesty in the context of your class that clearly states the consequences for cheating or plagiarism. Ask faculty colleagues for examples. Reference the "Academic Honesty" section of the course catalogue and the resources available on the library's web site at: <http://libguides.colby.edu/content.php?pid=74285&sid=649056>.

Note that the library also provides resources for faculty in dealing with suspected cases of plagiarism at: <http://libguides.colby.edu/content.php?pid=61801&sid=625341>.
14. State your policy on electronic devices in the classroom, in the lab, or on field trips. If you don't want students to have access to their cell phones, or use computers or other electronic devices during class state this on your syllabus.
15. Provide a rubric for how your students' final grade will be determined. For each exam, quiz, presentation, performance, or other assigned work try to tie the assessment of your students' work to the broader learning goals and expected outcomes for the course.

[†]Prepared by the dean of faculty's office at Colby College.