



COMMITTEE ON COURSES

Syllabus Template

The following is the list of items required in course syllabi found on page 7 (see Section I.6.d) of the [Committee on Courses General Rules and Policies Governing Courses of Instruction.](#)

*Course title*

*Faculty contact hours*

*Course catalog description from CRS proposal*

***Description of course activities*** – Documentation of all required activities documented to earn the required units accounting for both activities during faculty contact hours and outside individual work. Syllabus must acknowledge what will take place during each activity and show how students' accomplishment in the activity will be counted in the evaluation of their achievement. A description of how exams will be administered should also be included.

***Grading breakdown*** – Documentation of weighted grading criteria for each activity with grading scale documenting points needed for awarded grades.

***List of topics and readings by week*** – List should be for a ten-week course.

***List of required texts and readings*** – List may include books, journals, articles, PowerPoint, etc.

**Additional Requirements for Online Course Syllabi:**

***Provide clear description of evaluation methods*** – For online courses, all contact hours must take place using online technologies, including examinations.

***Documentation of access to the instructor in charge of the course***

***Documentation of software and technology requirements for the course including technical support***