



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*** -- Brief indication of the number contact hours, such as office hours and lecture hours, etc. as relevant.

***Course catalog description from CRS proposal***

***Description of course activities*** – Documentation of all activities to earn the required units, accounting for contact and semi-contact activities which occur under faculty supervision (such as lecture, discussion, and lab) as well as non-contact individual work (such as extra reading). Syllabus must acknowledge what the activity entails and show how students' accomplishment in the activity will be counted toward their evaluation. Preparers are encouraged to review the unit-bearing hours per week expected for each type of activity.

***Grading breakdown*** – Documentation of weighted grading criteria for each activity.

***List of topics and readings by week*** – List should be for a ten-week course. If a course has a lab or discussion section, the topics, assignments and assigned readings for these additional activities should be included (in addition to the topics/readings covered in lecture).

***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 and contact hours*** - Online contact hours with instructors must be explicitly described, including whether such contact is synchronous or asynchronous. The syllabi must demonstrate that online contact hours in lecture/office hours/discussion/etc. correspond to the required units as listed in the course proposal. Asynchronous videos can fulfill a portion of lecture or contact activity provided they consist of more than students passively viewing taped or digitized lectures. In this case,

interactive elements should be an integral part according to current best practices (e.g. segment breaks with questions, quizzes, opportunities for students to receive feedback, etc.) to earn lecture activity credit.

***Documentation of software and technology requirements for the course including technical support*** -- Include brief description of any required technologies or programs that students will need to have to participate in the course.

**Recommendations for Course Syllabi:**

*The following list represents syllabus contents that students report as helpful but are not required for course approval in CRS.*

***Grading Scale*** - Include grading scale documenting points needed for awarded grades.

***University Policies*** – Include information about university policies (e.g., student [accommodations](#), [academic integrity](#), etc.) and other relevant resources.