

Components of a Course Syllabus

(Approved November 20, 2000 to take effect January 2001; modified 2006)

Required General Information - these may be in any order or format the professor deems professional.

- COE logo. (The Pacific University logo is optional.)
- Name of college and department – i.e. Pacific University - Eugene
- Course prefix, number, and title.
- Dates when course will be offered.
- Credit hours.
- Instructor's name.
- Office hours, e-mail address, phone numbers.
- Course prerequisites.
- Conceptual Framework - Base this upon the College of Education focus statements (Transforming education through communities of learners, Promoting cultural competence, Creating student-centered classrooms, Enhancing learning through technology). Indicate how these components are expressed in the course.
- Course description - similar wording as in the catalog description. (This could be incorporated into the Conceptual Framework.)
- Course outcomes- This could be questions the course answers. It could be the professor writing to the students like a text preface explaining philosophy, context, state of current thinking related to course issues, etc. This is where the professor identifies components of the course from redesign guidelines.
- Course structure/approach - give an overview of methods used, expectations of students by the instructor.
- Textbook and required materials.
- Recommended optional materials and/or references - computer use and equipment during class, e-mail use, practicum or site visitations expected.
- Calendar of classes and due dates - can be combined with a topical outline.
- Topical course outline - can be combined with a calendar of due dates.
- Evaluation methods and deadlines - tell students of any point reductions that might occur from improper references, grammatical mistakes, late work, handwriting, missing components, etc. Identify the format you want them to follow (APA, MLA, Chicago, etc.).
- Assignments - list them and their point values.
- Examinations - describe them and how to take.
- Grading system - identify point values, curves or percentages.
- Course policy on -
 - Retests/makeup tests
 - Attendance, tardiness
 - Statement on plagiarism and cheating
 - Classroom behavior expected

Recommended Inclusions

- Fax and mailing addresses
- Textbook description - perhaps offer stores, phone numbers and addresses where text can be ordered.
- Grading systems - include rubrics/rating scales for those assignments that would be appropriate for portfolios, presentations, writing assignments.
- University policies: Attach or post in classroom the pages with University policies summarized.

TSPC OARs related to Syllabus:

584-017-0340 Curriculum Design

The institution has an articulated program of studies based on a shared conceptual design that prepares effective educators consistent with the unit's mission.

1. A current syllabus is submitted to TSPC for each professional course in the program.
2. Each syllabus states the outcomes and activities of the course and the procedures and criteria for evaluating achievement of students enrolled in the course.
3. The syllabi incorporate the knowledge and skills required for licensure and reflect contemporary curriculum for each of the authorization levels. (See also **584-017-0430, 584-017-0090, 584-017-0240; same wording**)