Basic Syllabus Headings

Basic Information

Course Information
- Course Title & Number
- Credit Hours
- Meeting Times
- Classroom Location
- Website URL

Instructor Information
- Full name with title
- Office Location
- Office Hours
- Phone Number
- Email Address

Course Description
- General Content of Course
- Instructional Methods
- Prerequisites
- Course Goals and Objectives

Course Materials
- Textbook
- Electronic Resources
- Supplementary Readings
- Materials

Assessment
- Forms of assessment
  - Their link to course goals and objectives
- Grading
  - Relative weighting
  - How overall percentages translate into actual grades

Expectations of Students
- Attendance and lateness
- Class participation
- Missed exams or assignments
- Lab safety/health
- Academic Honesty

Academic Support
- Disability support
- Writing Center
- Other

Course Calendar/Outline
- Daily/weekly schedule
- Due dates for major assignments
- Dates for quizzes, tests and exams
- Dates for required special events