Syllabus

All courses require a syllabus. It is the "contract" between the instructor and the student. It also serves as documentation for accreditation. Because of this syllabi have become quite lengthy. The Program Coordinator of Faculty Liaison will provide a course syllabus from which to work. Please talk with the Coordinator prior to editing the syllabus to assure that key components are maintained. Additionally, the courses have likely been assigned particular student learning outcomes that are to be a focus of the course and these must be retained. Note that although the syllabi may be very similar if not the same for each section of a course, HOW the course is taught is still very individualized. There may also be flexibility in assignments however in some cases key assessments may not be modified do to accreditation and institutional effectiveness decisions made by the program (see Student Learning Outcome Assessment): http://www.etsu.edu/coe/chs/documents/slo_assessment.pdf

Syllabus Requirements

College	Department	Course ID	Course Title	Credit Hours
Instructor name	Instructor contact	Instructor office hours	Catalog Description	Prerequisites
Corequisites	Purpose and Goals	Major Course topics	Methods of instruction	
Student Learning Outcomes	Method of assigning grades	Grading scale	Attendance policy	Other university information
Required textbooks	Required readings	Bibliography, Recommended Readings, etc.	Course schedule	Specific student expectations as necessary

Accessibility

All syllabi are expected to meet accessibility standards. More information is coming. http://www.etsu.edu/its/policies/web-accessibility.aspx

Other tips:

■ Use the department template for your course

■ Your contract with your students

■ Spell out your expectations

■ Define class policies

- Post to D2L
- Stick to it!
- Revise it if necessary
  - Give written amendments to students
  - Include disability statement on course syllabus
  - Utilize Syllabus Attachment
    - http://www.etsu.edu/reg/academics/syllabus.aspx