

Pacific Union College Syllabus Guidelines

“A solid syllabus says good things about you to your class. Among them, it says that you understand students, how they abhor surprises and last minute assignments, and how they appreciate a tightly organized, explicit course structure around which they can plan the next few months. It says that you respect them, as well as the subject matter of the course.”
Nilson, 2003.

INSTRUCTOR RESOURCES:

- *Teaching At Its Best: A Research-Based Resource of College Instructors.* Nilson.
- *The Course Syllabus: A Learning-Centered Approach.* Grunert.

Required Content

1. **Course:** Title, number, quarter, year
2. **Instructor Information:** Name, degree
3. **Office:** Location, office hours, email address, telephone number
4. **Course Description:** The General Catalogue description or a slightly expanded version, prerequisites, credits
5. **Text(s) and References:** required and recommended
6. **General Course Policies, including but not limited to:**
 - late work
 - attendance
 - academic integrity
 - accommodations
7. **Student Learning Outcomes:** The student will discuss, identify, recognize, explain, compare, etc.
8. **Evaluation Procedures:** specific assessment criteria, clear description of multiple measures
9. **Course Outline:** A topical outline of course content
10. **Course Schedule, including but not limited to:**
 - class session topics
 - assigned study
 - tests
 - assigned written work
 - supplementary assignments
 - field trips

Optional Content

1. **Personalize your syllabus:** Add a welcome, humor, other details that make the syllabi unique
2. **Add an assignment to get students to read the syllabus** (e.g. add a question about the syllabus on a quiz)
3. **Use Creative Organization:** use indentations, pagination, tables & visual breaks between paragraphs to make it easier to read (Nilson, 2003)
4. **Provide a list of things students can expect from you, such as:**
 - being on time and prepared for class
 - keeping posted office hours
 - accepting calls at home
5. **Provide a list of ideas for students to achieve success in your class:** study aids, availability of tutoring, writing labs, writing rubric, D2L.
6. **Post your syllabus on D2L** for student access.
7. Provide opportunities for **student self-assessment** (e.g. exercises, assignments)