

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:** late work, attendance, absences for short-term suspensions, integrity, accommodations
7. **Student Learning Outcomes:** The student will discuss, identify, recognize, explain, compare, etc.
8. **Program or G.E. Learning Outcome(s):** Alignment with SLOs of a GE section or major program
9. **Assessment Procedures:** Specific assessment criteria, clear description of multiple measures
10. **Course Outline and Schedule:*** class session topics, assigned study, tests, assigned written work, supplementary assignments, field trips, etc.

****Don't forget:*** we require two hours of work outside of class for every hour in class.

Optional Content

1. **Personalize your syllabus:** Add a welcome, humor, other details that make the syllabus unique
2. **Add an assignment to encourage students to read the syllabus** (e.g. add a question about the syllabus on a quiz)
3. **Use Creative Organization:** Use indentations, pagination, tables and 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, Canvas
6. **Post your syllabus on Canvas** for student access
7. Provide opportunities for **student self-assessment** (e.g. exercises, assignments)