

## 10 Tips for Good Syllabus Design

Keep these important tips in mind when creating your course syllabi for the upcoming semester:

1. Include the course title, number, description, meeting days/times, and instructor contact information with office hours.
2. Include a brief faculty bio and a bit about your teaching philosophy.
3. Include program and course learning outcomes. Make sure your assignments measure these outcomes!
4. Include all required and recommended textbooks, electronic and reserve readings, and technology requirements. Make sure students know where and how to obtain these items.
5. Include your expectations for class attendance, class preparation and class participation, where and how to submit assignments, and whether or not you offer extra credit.
6. Thoroughly explain all assignments, assessments and the grading scale. Include copies or samples of any grading rubrics or criteria that you use.
7. Include all course, department and relevant university policies (or at least the links to such). Don't forget academic integrity, sexual harassment, ADA and student code of conduct information.
8. Provide a course calendar with assignment due dates and class meeting dates. Don't forget holidays and final exam times/days.
9. Be clear and concise and provide the syllabus in a readable format. Use white space and minimize special effects/fonts. The key is to make the syllabus readable and easy to understand.
10. Include additional learning resources for students such as extra readings, campus services, or online tutorials for those who may need or want special assistance.

References:

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- Hargittai, E. (2015). Making the Most of the Syllabus. Retrieved from: <https://www.insidehighered.com/advice/2015/08/17/essay-how-prepare-syllabus-college-course>

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