# Course Syllabus Guidelines

## Course information

* Course title
* Subject area code
* Course number
* Course section
* Meeting day/time
* Semester/year
* Course format
* Method(s) of instruction (lecture; lecture-discussion; lab; service-learning; on-line or blended instruction; etc.)

## Faculty contact information

* Name
* Office address
* Office hours
* Telephone
* Email address

## Course materials

### Required textbook(s)

* Textbook name
* Textbook name

### Optional textbook

* Textbook name
* Textbook name

### Library material(s)

* Material
* Material

### Required and optional readings for assignments and exams

* Required/optional material
* Required/optional material

## Course details

### Description

[Enter description here]

### Major and minor topics to be covered

[Enter topics here]

### Learning outcomes/objectives

* LO1:
* LO2:
* …

(The Learning Outcomes section of the Academic Programs Assessment Handbook (pp. 15-18) [wayne.edu/assessment/files/academic\_programs\_assessment\_handbook\_wsu.pdf](https://wayne.edu/assessment/files/academic_programs_assessment_handbook_wsu.pdf) explains what an LO is, how to write good ones, and what good examples look like. Focus on the course LO examples.)

### Grading policies and due dates for tests, assignments, and attendance

#### Specific descriptions of the criteria and methods to be used in evaluating/grading student performance

Differential grading criteria/requirements may be required if this is a dual level course (i.e., at the 5000 or 6000 level and can be taken for credit by both undergraduate and graduate students)

#### Inclusion of [tentative] due dates for assignments, exams, and papers

[Enter due dates here]

## Online courses only

* Will class be held in case of school closures (e.g., due to snow)? <https://reg.wayne.edu/students>
* Hardware and software requirements
* Are there any extra fees associated with access to required course materials (e.g., a subscription to Netflix)
* Are any synchronous meetings required; if so, what are the dates and times?
* Are any proctored exams required; if so, how many and what is the method for proctoring (e.g., at a testing center or via an electronic proctoring system that might involve costs)?
* Information on how to remotely access library resources