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 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