

# 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 objectives/outcomes (e.g., at the completion of this course, students should be able to...a)...b)...c)...) )

- Learning objective/outcome 1
- Learning objective/outcome 2

### 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