

Syllabus Template

Do not need to follow this exact format but should include a minimum of this content – Optional items will make your syllabus more UDL, but are not required.....

Header - Image or Logo from campus

Address of campus

Academic Department

Course Title:

Catalog Number:

Credit Hours:

Total Contact Hours:

Lecture (or Lab):

Instructor: Name, Title, Photo, Video, background

Office Hours – Location: Consider virtual office hours in addition to traditional

Contact Information: Multiple methods of contact
How should students contact you? Email, phone, Skype, Twitter

***** Include the headings and subheadings but do not include personal information in submissions**

Course Syllabus

Identify where syllabus can be located elsewhere (learning management system, webpage (?), etc.)

Link to Recording of syllabus for online version posted in LMS (**Optional** – UDL)

Course Description

Description should replicate the description cited in the college catalog. List pre-requisites and co-requisites.

Course Objectives

(statements describing what you intend students to learn by the end of the course)

Specify the course objectives per your campus policy.

After successfully completing the course, the student will be able to:

1. Demonstrate...
2. Prepare...

Topical Outline of Instruction

Make a chronological listing of course topics. **Optional** – include a graphic organizer.

Course Requirements

List what is needed from the student in order to complete this course (e.g., shop work, projects, experiments, reports, assignments etc.). Consider UDL **options** – Rather than assigning a 2 page paper, leave more open-ended (demonstrate your knowledge of.....then offer options for completion and the option to discuss alternative assignment completion with instructor). NOTE - This is not to make assignment easier but is a proactive way to provide accessibility options – there **MUST** be requirements criteria set for all methods of completion).

Student Evaluation and Grading

Describe how the evaluation of student work will be done and how the final grade will be determined. Be specific of requirements.

Text, Tools and / or Supplies

Reference for the text. Consider including an image of the text and any web connections (text online, support materials)

Optional - Include resource information for text reader or other resources.

List in detail (author, title, edition, publisher, vendor, etc.) what is required by the student in order to successfully participate in the course.

If you use copyrighted content, this may be a good place to list the reference for the content and how it is used in the course. This content is NOT loaded into Skills Commons. You must remove any content that is copyrighted from any of your deliverables

*** Consider relocating Accessibility Statement/ADA Statement– moving toward beginning of syllabus demonstrates importance of student success rather than an afterthought or obligatory statement

Optional - Consider including an **Accessibility Statement** – ADA Statement can be limiting and have a negative connotation – Accessibility Statement is inclusive of all learners and is a personal statement about your willingness to discuss a student’s needs to be successful. (Example 1 “All students are encouraged to let instructor know if there are options for maximizing your learning potential, participation, and access to this course.” – Example 2 – “Your success in this class is important. If there are circumstances that my impact your performance in this class please let me know so we can work together to develop strategies to assist you in being successful.”)

ADA Statement

_____ is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by _____, you must register with the Disability Services Coordinator, _____, who can be reached at _____. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual’s accommodations.

Other policies and statements:

Copying/printing, Add-Drop, Withdrawal, Plagiarism, Attendance, etc

Consider adding a statement about a “Chat” group (or any other name you want to give it) in the learning management system for sharing of ideas, resources, or posing questions. This is an opportunity for students to peer mentor each other. Often if a student poses a question a fellow student will respond with assistance before the instructor has the chance (or the need to).

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