

## Functions of Your Syllabus

### Establish an early point of contact

#### *Basic Course Information*

Department  
Course title and course number  
Number of units/credits  
Semester  
Meeting time and location

#### *Basic Instructor Information*

Name of instructor (title and rank)  
Office address and phone number  
Email address (with some indication of time to allow for response)  
Office hours  
Names and contact information for TAs

### Provide a conceptual framework

Introduction to the subject matter, what the course is about  
Overall course goals or objectives  
Conceptual structure used to organize the course, why it is organized the way it is  
How the course fits in the college or department curriculum  
Format of the course

### Share your perspectives

Motivation/inspiration: Why students would want to learn the material  
Philosophy of teaching and learning

### Describe student responsibilities

#### *Course requirements and assessment overview*

Nature of assignments and exams (details can be in a separate handout)  
Deadlines and test dates  
Description of grading procedures  
Description of how grades will be assigned, components of final grade, weights, grading scale

#### *Prerequisites*

Courses that students should have successfully completed  
Knowledge students are expected to have

### Provide learning resources

Textbook and other required materials  
Supplemental readings  
Campus and college resources—[tutoring](#), [writing](#), [counseling](#)  
Estimate of student work load  
Hints on how to study, take notes

### Explain logistics of the class

#### *Course Policies*

University-based policies—[academic integrity](#), [statement on accommodations](#)  
Course-specific policies—late assignments, make-up exams, attendance, participation, etc.  
Important dates such as drop dates, final exam date, etc. See [campus academic calendar](#).  
Statement on inclusivity: See link by "[additional inclusivity statements and classroom inclusion strategies](#)" from ASEE.

#### *Course Calendar or Schedule*

Sequence of course topics with tentative (or firm) dates  
Due dates for assignments, exams  
Preparations or readings

### Example

[ECE 110](#)