# Functions of Your Syllabus

## Establish an early point of contact

<table>
<thead>
<tr>
<th><strong>Basic Course Information</strong></th>
<th><strong>Basic Instructor Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Name of instructor (title and rank)</td>
</tr>
<tr>
<td>Course title and course number</td>
<td>Office address and phone number</td>
</tr>
<tr>
<td>Number of units/credits</td>
<td>Email address (with some indication of time to allow for response)</td>
</tr>
<tr>
<td>Semester</td>
<td>Office hours</td>
</tr>
<tr>
<td>Meeting time and location</td>
<td>Names and contact information for TAs</td>
</tr>
</tbody>
</table>

## 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