

COURSE SYLLABUS – INSTRUCTIONS

USE THIS DOCUMENT AS A GUIDE IN CREATING YOUR NEW COURSE SYLLABI.

DO NOT FILL IN THIS DOCUMENT OR USE IT AS YOUR SYLLABUS.

Course Subject, Course Number, Course Title Here
Class Location and Time Here

Instructor

Phone

Office

E-mail

Office Hours

Course Description:

- The course description is the official system and catalog description of the course. The description should be no longer than 40 words.
- For double numbered (undergraduate/graduate) courses, the description must include the statement – “Additional work required for graduate students.”
- For crosslisted courses – the description must match across all crosslisted courses.

[OPTIONAL] Additional Course Description:

Additional course description or information may be provided. There is no word limit for this section.

Prerequisite / Co-requisite:

Enter courses that must be completed prior to or concurrently with this course. or N/A

Audience:

Provide a brief description of the target audience for the course.

Credits:

Write in the number of credits for the course.

Credits or credit ranges must be the same for double numbered and crosslisted courses.

Course Fees and/or Costs:

Enter any applicable course fees or additional costs beyond tuition that students should expect to incur. Note whether fees/costs are funded or are the responsibility of the students.

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Learning Objectives:

After taking this course, students will be able to:

[These must be written in measurable terms that are result-oriented and align with course activities and assessments/tests. Use only approved action verbs when creating measurable learning objectives. It is recommended, but not required, that these be kept at five or less. Examples can be found on the University Senate website for [Curriculum](#).]

Shared Competency Course Tags [UNDERGRADUATE ONLY]:

This section pertains to course tags applied to an undergraduate syllabus that describe the relevant Shared Competencies covered in the course. Information regarding the course tagging criteria and process can be found here: <https://effectiveness.syr.edu/shared-competencies/course-tagging/>. A sample statement and additional information are located on [Important Syllabus Reminders](#).

To submit your course for tagging, use the course tagging form:

https://syracuseuniversity.qualtrics.com/jfe/form/SV_4HK4v3g9jXrS3ie

Required Texts / Supplies:

Enter required texts and/or supplies. Provide guidance on how these might be accessed (e.g., library reserves, online, the bookstore, etc.).

[OPTIONAL] Texts / Supplies – Additional:

Enter additional texts, recommended reading materials, or supplies.

Course Requirements and Expectations:

Enter required activities and projects as well as the percentage of the grade they each represent. Each activity/project must reference at least one learning objective.

Note: Double-numbered undergraduate/graduate courses must specify different assignments. Courses numbered in the 500s are taught at the graduate level.

Grading:

Describe the grading scheme including grades or percentages for specific work or exams. Provide information to indicate how the students' grades are determined.

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Grading Table:

Specify the appropriate percentage range or total points.

Grade	Grade Point/credit	Percentage Range	Total Points
A	4.000		
A-	3.667		
B+	3.333		
B	3.000		
B-	2.667		
C+	2.333		
C	2.000		
C-	1.667		
D	1.000		
F	0		

[Source: [Academic Rules Section 8.4 Grades](#)]

*Be sure to use the correct grading scales for undergraduate and graduate courses.

Graduate courses may not use grades D or D-. Only Law courses may use the D-grade. Remember to adjust grade points, percentages, and total points accordingly.

Course Specific Policies:

Provide details on late work, make-up work, examinations if outside normal class time, etc.

* Attendance is required in all courses. Therefore, it is recommended that instructors not give points or percentages of the grade for attendance. Participation can be used to capture course engagement and attendance.

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Course Schedule:

[Week/lecture, topic for the week/lecture, required readings and assignments, and associated learning objectives should be included in the appropriate columns.]

Week/Lecture	Topic	Required Readings and Assignments	Learning Objectives(s) Addressed

SU Policies and Services:

The following items are required to be communicated to students:

- Required Academic Integrity and Artificial Intelligence
 - Required Must choose an option for Artificial Intelligence
 - Optional Use of Turnitin (**Required if used in course**)
- Required Disability Syllabus Statement
- Required Faith Tradition Observances

Use the link for [Important Syllabus Reminders](#) on the Academic Affairs website to obtain required SU syllabus information as well as optional course specific syllabus statements.

DO NOT use the “Important Syllabus Reminders” link in your syllabus. It is a source of information for faculty and is not meant to be used to direct students to specific policies.