

## **Course Syllabus Production Guide (items to consider)**

### Questions to Ask When Writing a Syllabus

What do my students need to know, demonstrate to succeed in this course and beyond?

What kind of learning environment do I want to convey to my students?

How might I communicate an engaging, inclusive perspective on my course?

How might the syllabus indicate a sense of community?

How can I introduce students to

19. Grading policies: How will assignments be graded?

e.g., rubrics to guide assignment development and clarify expectations.

Actual rubrics do not need to be included; rather description of how the assignments will be assessed.

20. Class management policies: What is expected from the students?

e.g., attendance, makeup exams, late policy, academic honesty, participation,

extra credit, cell phones & personal computer usage during class, clickers

21. Course calendar: In what sequence will the course content be taught?

e.g., exam dates, due dates for major projects, other special dates (guest speaker,

field trip), required readings, service-learning component, internships

Other information:

22. Recommended readings (how accessed? e.g., Blackboard (Bb) course site)

23. How will student