

Syllabus Guidelines

A well-designed syllabus should function as a map for the course and be used as a learning tool for students. It is also considered as a binding contract between the teacher and the student. Therefore, it needs to be written in a clear and concise manner.

Getting Started

1. Provide basic information on the first page
 - Course title and number, number of credits, course overview
 - Any prerequisites or co-requisites
 - Days, times, and locations of class meetings and if it is on campus or online class.
 - Procedures for announcing class cancellations (e.g., notifications via MOODLE, email, Whatsapp, or the manner that has been agreed upon in class)
 - Instructor's name, office location, email address, and PSU phone number
 - Office hours have to be listed
 - Indicate the syllabus version date at the bottom of the page and indicate if it is final or tentative (e.g., subject to change upon the teacher's discretion)
2. Clarify the course description, learning outcomes, policies, and expectations
 - Include course learning outcomes and expectations (benchmark with other institutions)
 - Required textbooks and readings, supplementary readings
 - Lab safety (if applicable)
 - Week-by-week course timeline with topics to be covered, assignments, exams, due dates, how to submit materials for grading, readings, etc.
 - Description of major assignments on separate pages with grading rubrics attached in an appendix
 - Factors that influence course grades: formal assignments, exams, presentations, research papers, etc....
 - Policies for absence, lateness, classroom conduct, missed work, and academic dishonesty
 - Highlight important dates such as drop dates, holiday dates, etc.

Please note: The Learning Domains from the NQF have been updated again and we will need to map the CLOs to the new ones (Knowledge & Understanding; Skills; Values)

3. If you plan to use Turnitin to identify plagiarism, you are required to note this in the syllabus.
4. Kindly note you are required to apply the content of the Institutional Template while drafting your syllabi
5. Make it clear about the online component of the course and how the EDU-HUB platform will be used for the course. For example:

EDU-HUB Platform – The platform will be used for all online education experiences at PSU. It supports a variety of methods to support the teaching and learning strategies across all disciplines. It also includes the LMS.

- a. **Learning Management System** – It is required to make use of MOODLE. I will upload the syllabus and other course materials for your use as well as certain assignments.
- b. **Google Meet** – a link will be shared prior to the start of class that will be used throughout the semester.
- c. **Google Classroom** – this feature will be used to support several of our online activities and exercises.

Kindly note that the specific examples will vary from one course to the other, depending on the resources that will be used from the EDU-HUB. The section in blue provides examples only.

Additional Resources

- PSU's Institutional Syllabus Template updated version December 2019
- <https://www.chronicle.com/article/Is-Anybody-Reading-the/237641>
- <https://teaching.cornell.edu/teaching-resources/designing-your-course/writing-syllabus>
- <https://ctl.yale.edu/SyllabusDesign>

References

- Adapted from Tufts University website <https://teaching.tufts.edu/syllabus-guidelines>
- <https://teaching.cornell.edu/teaching-resources/designing-your-course/writing-syllabus>