

Sample Course Syllabus Template

LEAARC has provided this syllabus template to provide guidance to Program Directors. It is an optional resource which provides a useful overview of the required elements as well as other components based upon common academic convention. A program's institution may require other items in the syllabus and that is perfectly acceptable. In addition, it may be that some required sections are placed in addenda that are also accessible to the students. If the program separates the course syllabus from the course schedule, both items need to be submitted to LEAARC for the comprehensive review.

NAME OF SCHOOL/PROGRAM

COURSE NAME

COURSE NUMBER

Term:

Credit/Quarter Hours:

Prerequisite(s):

Co-requisite(s):

Name of Instructor:

Instructor Office Location:

Instructor Phone:

Instructor Email:

Instructor Office Hours:

Office Location:

Day(s), Time, and Location of Class:

Course Description: (from the College catalog)

Required Text(s) and Other Materials Needed:

Textbook: Name of author(s), name of book, edition of book, name of publisher and ISBN number and price

Other materials, if applicable

Course Outcomes: (general course goals)

1. Text
2. Text
3. Etc.

Student Learning Outcomes (specific outcomes achieved in the course)

Upon successful completion of this course, the student will achieve the following outcomes. (It is recommended that the program use the Competencies terminology and numbering system from the LEAARC Curriculum in this section, as the students will then be able to recognize clearly what they have been taught. The program is expected to cover all competencies collectively in the program syllabi.)

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Example:

A-7. Provide support and encouragement to enable parents to successfully meet their breastfeeding goals.

A-9. Describe gender issues within a culture as they relate to breastfeeding.

B-4. Provide written assessments as required.

Course Schedule/Topic Outline: (Prepare a chart or table with this information.)

Week	Day/Date	Readings	Activity/Assignment	Assessment
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Explanatory Note: The syllabus may contain this outline or direct the student where to locate it. Some programs include this information as an addendum or have a separate handout for a course schedule. The course schedule would need to be submitted with the syllabus.

Methods of Instruction:

Evaluation: The assessment and grading of student performance in this course is based on the following activities:

Attendance	points or percentage
Participation	points or percentage
# of Quizzes	points or percentage
# of Unit Tests	points or percentage
Lab Session #	points or percentage
Lab Session #	points or percentage
Final Exam	points or percentage
TOTAL POINTS POSSIBLE	points or percentage

Grading Scale

Explanatory Note: You would outline what students would need to get in order to achieve a certain grade in the course.

Include the grade that students need to achieve in order to pass the course and progress to the next course.

Course Policies:

Explanatory Note: Provide a detailed description of requirements of each policy. The policies listed below are typical ones included, but it can vary according to the rules of the program.

1. Attendance
2. Participation
3. Make-up work
4. Cell phones

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5. Withdrawal from course
6. Class conduct
7. Academic ethics and plagiarism
8. Professional behavior
9. ADA/504 compliance statement
10. Technology requirements
11. Inclement weather

Support Services:

Explanatory Note: Add in the relevant resources, such as writing tutors, extra lab sessions, and computer labs, to guide the students.

Explanatory Note: Many programs add in a caveat, such as the one below, in order to ensure that the students are aware that the syllabus can change

Instructors retain the right to adjust the course schedule and revise the course syllabus as needed.

Course Schedule

Explanatory Note: The syllabus may contain this outline or direct the student where to locate it. Some programs include this information as an addendum or have a separate handout for a course schedule. The course schedule would need to be submitted with the syllabus.

Course Schedule	
Week 1 Objectives: 1. Text 2. Text 3. Etc.	Due Date:
Reading:	
Learning Activities:	
Week 2 Objectives: 1. Text 2. Text 3. Etc.	Due Date:
Reading:	
Learning Activities:	

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