A syllabus is a contract between the instructor and the students that makes clear the expectations and requirements each party is supposed to fulfill.

Basic Course Information (Heading)
- Institution and department/school offering the course
- Subject, Catalog Number, and Title (e.g., GER 1502 Indo-European Folktales)
- Term and year offered
- Delivery method (face-to-face, hybrid, web)
- Location and time for class meetings (workshops for hybrid classes)

Faculty Contact Information
- Name
- Office location (if any)
- Phone number(s) (may include departmental telephone number)
- Email address(es)
- Office hours

Course Details
- Course description (should include a broad overview of course topic, learning outcomes, and academic requirements fulfilled [general education, major, etc.], and/or prerequisites)
- Course materials (textbooks, videos, course reserves etc. and information on what is required and how to obtain/access the materials)
- Additional course materials/software/hardware and brief explanation how they will be used

Course Structure
- Statement for using Canvas as the Learning Management System (LMS) for the course (for online courses)
- Description of your Canvas course organization (modules, weeks, or topics) (online courses)
- Methods of course delivery (e.g. PowerPoint lectures, instructional videos, online synchronous and asynchronous discussion, etc.)
- Course calendar and schedule (due dates for topics, readings, assignments, exams, or special activities)

Course Requirements and Grading
- Course requirements and their percentage value
- Grade scale and standards (incl. Information on extra credit)
- Abbreviated description of the content and format of each requirement. Detailed information should be provided in a separate document (distributed in class and/or made accessible in Canvas).
- Any additional information unique to your course (e.g., your role in online discussions; amount of time students will need to prepare for each assignment; for hybrid courses, the connections between online and in-person / virtual/synchronous meetings, etc.)

Policies and Expectations
- Late Submission and Missed Assignments
- Class Participation (for online courses: online presence and netiquette)
- Student to Instructor Communication Expectations
- Email Communication Statement
- Class/workshop Cancellations
- Equity, Diversity, and Inclusion
- Health and Safety Statement
- Your use of the Canvas Grade Book and a time-frame for providing students with feedback on each assignment
- Non-Standard Grades (e.g., G grades)
- Academic Integrity
- Disability Services
- Classroom Recording
- Accessibility
- Copyright Notice
- Religious Observances
- Examination Policy
- Turnitin Statement

Refer to the CGS Instructor's Handbook available on the CGS Faculty Resources page and the Teaching Center's website for a list of policies and suggested syllabi statements.

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