

*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.