I am a novice at creating a course syllabus, do you have any suggestions on how I should get started?

The TALE Center has excellent material in its BOLT organization and an overview on its webpage: Syllabi Design and Content Requirements

What do I need to include in my Syllabus?

The University does not explicitly have a policy regarding individual course syllabi yet each course has a **master syllabus**. This document "provides assurance that different sections of a course will contain content in a manner that consistently meets or exceeds the objectives of the course. Instructors will use the Master Course Syllabus to prepare a working syllabus for their section(s) of the course." In short, the master syllabus outlines minimal content expectations, student learning objectives or outcomes (called SLOs), and suggests a variety of methods to teach and assess. **Please Note:** Read the language of Master Course syllabi closely because they rarely, if at all, dictate a particular teaching style, specific assignments, exams, or textbooks. Indeed the list of potential textbooks, reference materials, and bibliography can become outdated very quickly in some fields. What is more, content outlines may only indicate suggested topics and themes, and not dictate specific content. The course SLOs need to be met through teaching and learning, but how that is accomplished is the faculty member's decision. See the BU Curriculum Committee policy on Master Course Syllabi: PRP 3233.

Consult PRP 3264 which outlines **Student Course Requirements and Progress Information** that must be communicated to students "within the first week of classes each semester ... in writing, send by electronic mail, or post on the course website...".

You should include: Office Location; Office Hours; Contact Information; Required Text(s); Additional Required Materials; Grading Expectations; Course Goals; List of Assignments, etc; Academic Integrity; Tutorial Services; Writing Center; Instructional Technology requirements; Policies on Cell Phone and Laptop Usage; Students with Disabilities Center; Attendance Requirements; Conduct Expectations; Compressed Schedule; Privacy Rights (FERPA); Calendar with Deadlines for Assignments, Exams, etc.

Does the university have any policies regarding exams?

The Academic Examination Policy, PRP 3516, outlines several requirements and should be consulted before completing your syllabus to ensure compliance.

What other university policies should I review before completing my syllabi?
Class Attendance (PRP 3506)

Academic Integrity (PRP 3512)

Grades, Quality Points and Quality Point Averages (PRP 3522)

Student Disruptive Behavior Policy (PRP 3881)

Where do I find the university's academic calendar?

The Registrar's Office is responsible for publishing the **Academic Calendar** which includes essential dates for when classes begin, end, university holidays, drop/add, midterms, etc. Be aware: during final's week, the time and day of your class meeting may change because two hours are allotted for each class session. Here is the Final Exams Schedule.

How do I get my class lists?

You can access your class lists through MyHusky. The Registrar's Faculty Resource Page provides access to other crucial information: University Catalog, mid-term and final grade applications, advisement, final exam schedule, and so forth. You will want to familiarize yourself with this page and its links!

Where do I place book orders?

You can place your book orders online through the University Store (look for the link to Faculty Adoptions) or email book and course information to Pryan@bloomu.edu. **Please note:** for online adoptions, faculty need to create a profile on the store's website; to do so call 570-389-4176 for assistance. If you have difficulties or questions, just call or email the textbook manager, Patrick Ryan, at the University Store, 570-389-4176.

To learn more about **Open Educational Resources** (OER), consult the Andruss Library Guide.

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