

A GUIDE FOR WRITING AN INSTRUCTOR SYLLABUS

GENERAL INFORMATION

For the instructor course syllabus that is distributed to the students at the beginning of the semester, instructor-specific information, which summarizes an instructor's individual requirements, should be added to the required information supplied in the course master syllabus. Course master syllabus information is required because it documents course information approved by external stakeholders, e.g., governmental agencies, accrediting bodies, and four-year institutions of higher education. Individual instructor requirements build upon the core master syllabus and may vary from one instructor to another. (Note: When creating an individual course syllabus from a master syllabus, remove the word "recommended" from applicable items, e.g. methods of instruction, methods of evaluation, textbooks, and supplies.)

1. Current semester and date
2. Instructor's Information (*Name, Office and Contact Information, and Office Hours*)
3. Course Calendar (*A list of the major topics of instruction in this course in chronological order in which they are taught. This list may be referred to by a variety of names, but it is what instructors typically give to students at the beginning of the semester. Include readings and assignments.*)
4. Grading (*Scale, Components and Weights*)
5. Methods of Assessment (*Optional*)
6. Manuals/Study Guides (*Optional*)
7. Website Links (*Optional*)
8. Supply List (*Optional*)
9. Software List (*Optional*)
10. Required Course Practices (*Optional*)
11. Other Course Information (*Instructor Policies, e.g., attendance, participation, exams, late assignment, make-up exams, revisions and incompletes, course requirements, and classroom operations*)
12. Federal and State Statutes and Mandates (*e.g. The Family Educational Rights and Privacy Act of 1974 – see CCC Student Policies Manual; and The Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act of 1973 – see CCC Disability Access Center; also see United States Department of Education <http://www.ed.gov/>.*)
13. City Colleges of Chicago Policies (*e.g., Statement of Active Pursuit of the Course, No Show Policy, Attendance Policy, Student Conduct, and Academic Integrity; see CCC Student Policy Manual: Students' Rights and Responsibilities.*)
14. College Policies (*see college syllabus template and faculty handbook*)
15. College Information (*Support Services, Important Dates, and Events*)
16. Department/Discipline Policies and Information (*Assessment, Attendance/Participation, etc.*)