

Syllabus: Basic Elements

University of New England
Semester, year

Course prefix and number: Course Title
Building and room location, Identify Campus
(Biddeford, Portland, Tangiers)
Days and times of class

Add any important notes, for instance, identifying if this course satisfies any requirement (e.g. an Advanced Studies requirement for the CAS Core Curriculum) and additionally if there are any prerequisites required to take this course.

PROFESSOR

Name with degree
Office Location
Email address
Office phone

OFFICE HOURS

Days and times
identified with the
caveat of additional
times available
by appointment

COURSE DESCRIPTION

Include the course description that is found in the online UNE college catalogue.

STUDENT LEARNING OBJECTIVES (SLOs)

By the completion of this course, you should be able to:

- Enumerate your student learning objectives/outcomes (SLOs). See CETL handout on how to generate SLO's for your course or stop by the CETL office to have us help you.

REQUIRED TEXTBOOK AND/OR MATERIALS

List

ADDITIONAL RESOURCES SUCH AS WEBSITES

List

Important
Introductory
information

Important
Professor
information

Important
Course
information

What
students will
gain from
this course

Important
Resources



Syllabus: Basic Elements (continued)

ASSESSMENT: PRODUCTS AND GRADING STANDARDS

Identify and describe what assignments will be used to assess your class' attainment of the Student Learning Objectives that you have identified for this course, such as papers, projects, exams, quizzes, participation, etc.

Also list how each one will be graded (weighted percentile or the point value of each), so students are clear how their final grade will be attained.

Your assignments should align with your SLOs

IMPORTANT COURSE NOTES AND POLICIES

List any policies that you have in terms of attendance, tardiness, late assignments, cell phones in class, etc. Be careful not to sound punitive, but explain the importance of a policy.

Helps to establish the culture of your class

IMPORTANT COLLEGE AND UNIVERSITY POLICIES AND REMINDERS

Your College and the University have specific policies to be included in your syllabus. Check with your Dean's Office, but generally these policies include the Academic Integrity policy, an Access Statement indicating that reasonable accommodations for students with documented disabilities are available and should be requested at the beginning of the semester, and a short introduction to the Student Academic Success Center (SASC) and how to access it.

Your Dean's Office will let you know what needs to be included.

COURSE CALENDAR

Include a timeline of dates for topics, readings, and assignments.

Important for students to anticipate and plan

FINAL OVERALL TIPS

- Format should be consistent with a simple layout.
- Use concise language.
- Refer to the syllabus throughout the semester so students will use it!

Please feel free to contact the CETL office if you want help in developing your course syllabus. We also have books available through our Lending Library.