SYLLABUS TEMPLATE
Department, Course Number, and Section
Academic Term

Instructor Name:

Contact Information: Might include home number, office phone, e-mail address, cell phone. Can also designate preferred means of contact, as well as available hours.

Course Description: This information can come from the catalog description of course. If you are writing a new course work with your CE contact to determine the description.

Texts: List texts and/or course materials. Tell where they are available for purchase.

Student Goals: Give a brief explanation of what the goals for learning are. Should be focused on what student will learn or master as a result of taking this course.

Learning Objectives: List a series of specific objectives for course. Again, the focus should be on what the student will learn to do. The objectives should guide assessment practices; in other words, the assessments should show whether students have fulfilled the objectives. There should be a clear connection between the specific objectives and the broad goals stated above.

Teaching Methods (Optional): Explain the ways in which the course content will be delivered. Ideally, a combination of methods should be used, especially those which promote participation and student demonstrations of learning.

Evaluation: Briefly explain your approach to grading and assessment. If non-objective measures are included, explain how those will be assessed. You may wish to list assessment components here, with a brief explanation of each one. Also list breakdown of grading by showing percentages of each component to be factored into grading. For example: Class Participation 35%, Quizzes – 15%, Mid-Term Exam – 20%, Final – 30%.

Course Calendar: Give a complete listing of classes, with assignments that are due. Be sure to list test dates, deadlines for oral and written assignments, course reading, and any special events as applicable.

Academic Honesty Policy: Triton College closely adheres to principles of academic honesty and integrity. The academic honesty policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, and investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are therefore, considered a serious violation. Furthermore, all incidents of cheating will result in a disciplinary response from college officials.