

Syllabus Best Practices for Faculty

A primary purpose of a syllabus is to communicate to your students what the course is about, why it is taught, where it is going, and what will be required of the students for them to complete the course with a passing grade. Because students will view your syllabus as a kind of "contract," it is important to be as clear as possible, and to avoid changing major aspects of the syllabus after the first day of class. View the [Center for Teaching Excellence's website](#) for additional information on creating a quality syllabus.

Below is a list of best practices for you to include in your syllabus. Items marked with * are required and must be included in your syllabus.

General Course Information
1. *Course designator, course number, course title and Carolina Core designation (if applicable)
2. Semester and year of offering
3. *Class meeting days, time and location
Instructor/TA Contact Information
4. *Instructor name
5. Instructor preferred title
6. *Contact information (phone, email)
7. Preferred method of contact
8. Office location
9. Office hours
10. TA contact information (if applicable)
Course Description
11. *Undergraduate or Graduate Academic Bulletin course description
12. *Prerequisite(s)
13. *Course learning outcomes (measurable and stated as observable learner behaviors using action verbs)
14. *Statement verifying learning outcomes are equivalent to those of a face-to-face (F2F) version of the course (distributed learning course)
15. *Overview of how the course will be conducted (distributed learning course)
16. *Communication/feedback turnaround time on discussion board postings, email, assignments, etc (distributed learning course)
Instructional and Technology Information
17. *List of required textbooks or materials (include ISBN and edition for all books and differentiate between required and optional textbooks)
18. *Citation for each required reading/material and a notation that all readings/materials comply with copyright/fair use policies (distributed learning course)
19. *Specific technologies/software/programs to be used in the course (distributed learning course)
20. *Minimal student technical requirements/skills (distributed learning course)
21. Technical support
Course Assignments and Assessments
22. *Assignments, projects, quizzes, and/or exams with brief descriptions of expectations with points/weights assigned to each activity

23. *Grading scheme and weights <i>Note: Courses at the Advanced Undergraduate/Entry Level Graduate Courses must include separate grading schemes for undergraduate and graduate credit.</i>
24. *Rubric information or statement (if applicable) (distributed learning course)
25. Formatting for assignments
26. *Securing online tests/quizzes statement (distributed learning course)
27. *Clearly distinguished requirements for undergraduate and graduate credit (for 500 or 600 level courses). <i>Note: Courses at the Advanced Undergraduate/Entry Level Graduate Courses (500 and 600 level) must include one or more assignments for graduate credit that are clearly differentiated from undergraduate assignments.</i>
Course Policies and Procedures
28. *Attendance policy (absences and tardiness for traditional course)
29. *Academic integrity statement
30. Expectations for classroom behavior
31. Laptop/smartphone policy (face-to-face courses)
32. Netiquette statement (distributed learning courses)
33. Late work/make-up policy
34. Instructional methods
35. Diversity and inclusion
36. Expectations of the instructor
37. Copyright/fair use statement
Student Support Resources
38. Academic success statement
39. Student Success Center (undergraduate students only)
40. Writing Center
41. Library resources
42. *Disability services
Course Outline/Schedule
43. *Topics and timeline <i>Note: For course syllabi that will be submitted for Distributed Education Delivery (DED) approval, a course schedule showing learning minutes per activity and total learning minutes for the course (asynchronous courses) or showing a total of 700 student-to-instructor contact minutes per credit hour (synchronous courses) must be included.</i>
44. Reading assignments
45. Due dates for assignments
46. Test and exam dates
47. Use of first class session – more than syllabus review
48. No tests or major assignments due last week of class
49. *Final exam date/time included (from university schedule) <i>Note: It's important to use Final Exam period for Final Exam or other activity</i>