

COURSE NUMBER & TITLE PROFESSOR

OFFICE ADDRESS EMAIL ADDRESS OFFICE HOURS

**COURSE DESCRIPTION**

SYLLABUS TEMPLATE

Include: catalog description, number of course units, and prerequisites (or co-requisites). For cross-listed courses, all applicable prefixes and course numbers should be on the syllabus.

**COURSE MATERIALS**

Include: a clear listing of all required materials (such as books, lab manuals, study guides, and supplies). A supplemental listing of recommended readings may also be appended.

**COURSE REQUIREMENTS**

Include: assignments, examinations, projects, term papers, field trips, laboratory experiences, etc.

**COURSE PURPOSE & LEARNING GOALS**

Include: a purpose statement including a thoughtful, reflective statement as to why the course exists, and if applicable the rationale for cross-listing the course. It must also indicate learning goals and learning activities and how they relate to each other. Performance goals can be referenced to specific state or accreditation standards as appropriate and should be defined in terms of specific skills students should acquire.

**COURSE SCHEDULE**

Include: a chronological listing of topics covered with dates due for assignments, examinations, field trips, and/or laboratory experiences. This section may include a disclaimer about precise dates and mention of the possibilities of unannounced quizzes, minor changes in requirements, and the like.

Also include: a statement about the use of the 4th hour.

**GRADING**

Include: criteria for determining final grades. These include the relative value of graded assignments, formulae for computing grades, and, if applicable, rubrics for evaluating other work. However, it may be appropriate to inform students that more precise information on assignments and how they are to be graded will be given out later in the course.



**LINKS TO SELECTED TCNJ POLICIES**

# [Final Examination-Evaluation-Reading Days](http://policies.tcnj.edu/policies/digest.php?docId=9136) [Absence and Attendance](http://policies.tcnj.edu/policies/digest.php?docId=9134)

[Academic Integrity](http://policies.tcnj.edu/policies/digest.php?docId=7642)

[Americans with Disabilities Act](http://policies.tcnj.edu/policies/digest.php?docId=8082) (ADA)