

Basic Elements of a Syllabus

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The Basic Elements of a Syllabus

A syllabus should be easy to read

- A syllabus should have the latest date at the bottom, and indicate if it is final or tentative.
- Consistent and simple layout, with concise language



The first page should outline some basic information

- Course title and number, number of credits, course overview
- Any pre-requisites
- Day, time and place of the class meetings
- Procedure for announcing class cancellations (e.g. announcement on Blackboard)
- Professor name, office location, email address or phone number– indicating the preferred way to contact you
- Office hours

It should help students understand the course direction, expectations and requirements

- Course goals, learning objectives and expectations
- Required text or readings, list of supplementary readings
- Lab safety / health
- Course schedule week to week with assignments due, how to submit them, readings, etc.
- Description of major assignments on separate pages with grading rubrics
- Grading standards for the class in addition to assignments: participation, attendance, tests, etc.
- Policies for absence, lateness, classroom conduct, missed work, and academic dishonesty
- Highlight important dates such as drop dates, holiday schedule changes, etc.

It is helpful to provide information on support services that might be helpful to students, or aid their success in the course. There are a number of these, and they may differ by campus. A few examples might be:

- Academic support information (Academic Resource Center at ASE <http://uss.tufts.edu/arc/> designated tutors, TA's assigned to the course, etc.)
- Suggest that students with disabilities or special circumstances meet with you to discuss accommodations, and list any campus resources available for support such as Disability Services on the Medford campus <http://uss.tufts.edu/arc/disability/currentstudents.asp>
- Library services on your campus