

Syllabus Template Elements:

1. A space for the instructor's contact information, including name, office location, phone, e-mail, and office hours
2. A space for the name and contact information for the course coordinator, if the syllabus is standard for several sections
3. A space for meeting days and times, and classroom location
4. **Course number and title**
5. **If the course is a GE course, it must include the following:**
 - i. the GE category or categories it fulfills (e.g., Cultures and Ideas)
 - ii. the "GE Expected Learning Outcomes" boilerplate language pertaining to the appropriate area(s)
 - iii. a statement beneath these that explains how the course will satisfy the stated Expected Learning Outcomes
6. A description of the course
7. A list of required texts and other course materials, and information on where they are available
8. **Information about the length and format of all papers, homework, laboratory assignments, and examinations**
9. **Grading information, indicating the percentages assigned to various requirements**
10. A grading scale
11. Information about the scheduling of examinations and due dates for assignments
12. A class attendance policy
13. **A weekly topical outline of course meetings, including topics to be covered, readings, film screenings, and homework (The committee wants a sense of how much work is required of students.)**
14. **The following statement on academic misconduct:**

"It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/pdfs/csc_12-31-07.pdf."

15. **The following statement about disability services (recommended 16 point font):**

"Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>."

(ASC Syllabus Template approved by the ASC CCI 5/9/08)