

# Syllabus Guide

Whether this is your first time creating a syllabus or you're a seasoned pro who just wants a few pointers for updating an existing syllabus, this guide is designed to help you through the process from start to finish. We'll explain what you should include, why you should include it, and give you some tips to make your syllabus more useful for you and your students. This guide is designed to accompany the [Syllabus Template](#). Let's get started!

## Course Information

The first section of your syllabus should cover the basics: include your course number and course title, class meeting times, and credit hours. This is also where you will include your name and how students can contact you (office number/hours, phone, email, website, and mailbox location). It's important to keep this information front and center, allowing students to know when, where, and how to contact you at a glance.

## Course Description and Course Objectives

To get your course description, you'll need to use Courseleaf. Keep in mind that this section is not optional for any course offered here at College of DuPage and is mandated by the Higher Learning Commission, so it's important to include this information to be in compliance. You need to make sure to **update this information each term**, as it can change. Please follow the steps below.

1. Navigate to [CourseLeaf Curriculum Management \(CIM\)](#). You will be prompted to log in; your credentials are your COD credentials (CourseLeaf operates on single sign-on).

- In the search box, enter the information for the course whose Master Syllabus you need (instructions and options for search are outlined on the CIM page):



## Course Inventory Management

Help

Search, edit, add, and inactivate courses.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

ENGLI 1101   Archive  History - OR -

Course Code	Title	Workflow	Status
ENGLI 1101	English Composition I		

- Click on the course and the course record will show up below:

Course Code	Title	Workflow	Status
ENGLI 1101	English Composition I		

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[Preview Workflow](#)

Viewing: **ENGLI 1101 : English Composition I**


Last edit: 08/12/21 12:37 pm


Catalog Pages referencing this course	<a href="#">Accounting Transfer Pathway, A.A.</a> <a href="#">Accounting, A.A.S.</a> <a href="#">Addictions Counseling, A.A.S.</a> <a href="#">Administrative Assistant and Meeting/Event Planning, A.A.S.</a> <a href="#">Administrative Support Specialist, A.A.S.</a>
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4. Click on **Export to PDF Master Syllabus** or **Export to Word Master Syllabus**:


Course Code	Title	Workflow	Status
ENGL 1101	English Composition I		

Inactivate

Export to PDF 

Export to Word 

**Export to PDF Master Syllabus **

Export to Word Master Syllabus 

Edit Course

[Preview Workflow](#)

Viewing: **ENGL 1101 : English Composition I**

Last edit: 08/12/21 12:37 pm

Catalog Pages referencing this course

- [Accounting Transfer Pathway, A.A.](#)
- [Accounting, A.A.S.](#)
- [Addictions Counseling, A.A.S.](#)
- [Administrative Assistant and Meeting/Event Planning, A.A.S.](#)
- [Administrative Support Specialist, A.A.S.](#)

5. The Master Syllabus is set up to display the following information about a course:

- Title
- Curricular Area
- Course Number
- Course Description
- Credit, lecture, lab, and clinical hours
- Repeatability
- Course Objectives
- Topical Outline
- Methods of Evaluation
- Pre-enrollment Criteria

6. **Please note #1:** If a course record does not contain information for a certain field, that field will not display on the Master Syllabus!

- For example: If a course does not have pre-enrollment criteria, then the Pre-enrollment Criteria field will not show up on the Master Syllabus.

7. **Please note #2:** If a course record is currently in workflow, the Master Syllabus **will reflect proposed changes**.

8. Once you click **Export to PDF (or Word) Master Syllabus** options, you will see a document that looks like this:

## **ENGL 1101: ENGLISH COMPOSITION I**

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**Viewing: ENGL 1101 : English Composition I**

**Last edit: Thu, 12 Aug 2021 17:37:55 GMT**

**Curricular Area**

ENGLI - English

**Course Number**

1101

**Title**

English Composition I

**Course Description**

"Introduces key concepts in rhetoric and writing, including situation and context, audience, genre, purpose, and persuasion. Students apply these concepts in writing projects that demonstrate how reading and writing are embedded in multi-faceted academic, personal, social, political, and/or professional purposes. These writing projects unfold through a deliberate process of inquiry, feedback, and revision. (3 lecture hours)

**Credit Hours Min**

3.00

**Lecture Hours Min**

3

**Lab Hours Min**

0

**Clinical Hours Min**

0

**Repeatable**

Not repeatable for credit

**Course Objectives**

Course Objectives	
1	Practice writing as a process involving inquiry and invention, composing, response from instructor and peers, revision, and editing according to appropriate conventions
2	Analyze rhetorical situations as they relate to discourse communities
3	Identify particular audiences and appropriate rhetorical moves, strategies, and/or responses
4	Demonstrate engagement with intellectually complex writing situations, accounting for multiple perspectives via readings, visual media, and other texts
5	Create texts, including essays, in print and/or digital formats that respond to varied rhetorical situations
6	Use suitable methods of citation
7	Produce reflective writing for self-assessment

**Topical Outline**

1. Applicable rhetorical concepts, including audience, purpose/situation, discourse community, argument, persuasion, voice, and delivery
2. Conventions of genre, organization, language, format, and citation

You may save this file to your computer.

## **Required Materials, Texts, Supplies and Technology**

In this section, you'll list any books, materials, supplies, or technology that will be required to complete or participate in the course. Generally speaking, with regard to books, articles, and other published materials for the course, it is best practice to include the full citation, the ISBN

number, and where students can purchase or access the material. It can also be helpful to students to estimate the cost of these materials.

## **Course Outline**

Your course outline should include all the major topics the course will cover, laid out by course meeting/week. How you choose to organize this will depend largely on the content of your course, but students should be able to easily discern what will be covered in any given class session from this outline. If you aren't sure about some activities, it's okay to put TBD. Just having the spaces set up will help you and your students plan for the semester.

Don't forget to include any holidays or breaks in your outline-- you'll find them all on the [Academic Calendar](#).

## **Methods of Evaluation**

What will students be evaluated on in your course? List the assignments, papers, projects, tests, labs, quizzes, or exams you plan to base student grades on in this section as well as the corresponding due dates and points assigned. Remember, whatever tasks and assignments you include in your course should be aligned with the specified learning outcomes you have defined and specified earlier. Make sure to include information on how to submit assignments (via Blackboard, in class, in your mailbox, etc.) as well as your policy on late work and resubmissions.

## **Grading Scale**

This section is where you should lay out your grading scale, rubrics, or any other grading policies, so that students will know how grades are determined (especially when using weighted grades), what grades are possible, whether extra credit is available, the penalty for late or missed work, and what constitutes a passing grade for the course.

Learn more about the [Grading Policies](#).

## **Final Exam Date and Time**

If your course has a final exam, you can find the date and time when it will occur according to the [Final Exam Schedule](#).

You can also include any information on the type of exam, what students will need to bring, and other pertinent information about the final in this section, if you choose.

## **Course Policies**

### **Absence/Tardiness Policy**

Absence and tardiness policies for courses at the College of DuPage are set by the instructor on a course-by-course basis, but whatever you choose as your policy, you should use this section to clearly lay out your expectations for students. Be specific about what constitutes an excused absence (and how to notify you), what is considered a tardy (does leaving early also count, for example), and how absences will impact student grades. If relevant to your course, you can also share your expectations for student participation in this section.

### **Make-Up Policy**

Sometimes things happen and students may need to miss a test or an exam. Here, you'll explain how students can go about notifying you, when make-ups will take place, and the terms and conditions that apply to these makeup exams.

### **Incomplete Policy**

There is no college-wide policy on when incomplete grades can be given, so this policy is at your discretion. You will need to lay out what percentage of coursework must have been completed to receive an incomplete (some instructors require 70-75%) before an incomplete can be filed. Remember that incomplete grades are not included in GPA or credits earned and that students will need to complete the required course work with the following 12 months.

Learn more about the Incomplete Policy in the [College's Academic Policies and Procedures](#)

Not sure what to write? Here's a very basic example statement: "It is expected that a student will complete all coursework by the end of the term/semester in which a course is taken. In cases where a student faces an unexpected circumstance that prohibits them from being able to complete final course requirements, they may request an Incomplete grade. Requests will be approved or denied on an individual basis and are at the discretion of the instructor. If you think you may need to request an Incomplete, contact your instructor as soon as possible."

## **College Policies**

### **Academic Integrity**

Your participation in this class should reflect College of DuPage's core values of Integrity, Honesty, Respect, and Responsibility. This means that it is your responsibility to ensure that you do not engage in academic dishonesty, including, but not limited to: plagiarism, cheating or helping another student to cheat, or violating an instructor's policies for completing an exam or

assignment. There can be serious consequences for academic dishonesty that, depending on the severity of the offense, range from receiving a failing grade to expulsion from the College.

Learn more about the College of DuPage [Academic Integrity policy](#).

## Late Withdrawal Policy

Students wanting to withdraw after the deadline will need to submit the [Late Withdrawal Appeal Form](#) to the [Office of Student Registration](#).

Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grades on their transcript. Late Withdrawal Appeals must be submitted at least one day prior to the last regular class meeting. Students will not be eligible to petition for late withdrawal during the week of Final Exams.

## ADA Statement

Your syllabus should include an ADA statement to ensure that any student knows where and how to get help that will help them succeed in your course. This verbiage comes directly from [Access and Accommodations](#) and should be included as is.

## Student Rights and Responsibilities

The text for this section is taken directly from the most recent Course Catalog and should be left unaltered. It can be a good idea to review this information as an instructor, as well, so that you'll know the basics of any college policies and procedures that you may encounter.

Access the [full list of student rights and responsibilities](#).

## Religious Observance Calendar 2024-2025

College of DuPage is deeply committed to supporting its religiously diverse community. This interfaith calendar provides information on various world religious holidays that fall within College of DuPage's academic calendar and may therefore be applicable for College of DuPage students. Please note that some of the observation dates may be more fluid due to fluctuations of the various calendars (Lunar, Julian, Gregorian, etc.). This calendar is a tool, and not to be considered inclusive of every religion or religious observance. It is a resource for religious days more commonly observed in our region. Should there be any questions, faculty can consult their Dean for further guidance.

Access the [2024-2025 Religious Observance Calendar](#)

The following points provide ideas for faculty to best accommodate the needs of those celebrating religious holidays. During the holidays listed below, faculty might

- Refrain from scheduling important/mandatory events, activities, or deadlines on this date.
- Honor student requests to observe the holiday and be flexible with attendance and assessments
- Be aware that students may be fasting or otherwise have dietary restrictions. Be sensitive that activities and events do not include food.
- Respect that Jewish and Muslim holidays begin at sundown the night before the date posted. As a result, students may need additional flexibility.

## Starfish Flags and Outreach from Counselors

This section of the syllabus explains to students that outreach may occur when a faculty member is concerned about their academic performance or well-being. Starfish is the system faculty can use to flag/refer students who need extra support. Students are copied on these notifications. Starfish is located in the Work Tools section of the insideCOD.edu Portal. Training videos for using Starfish are located in Cornerstone.

## Class Cancellation and College Closure Policy

We've provided some text to include on your syllabus with regard to class cancellations, but you should also include how much notice you plan to try to give students. Emergencies do happen and you may need to cancel class on short notice, but it's a good idea to give students an idea of what to expect, even if that may not always be possible.

## Title IX

All college syllabi should contain a Title IX statement. We've provided the correct verbiage to use, which comes directly from the Dean of Students. It's good to review this information as an instructor as well, as it provides guidance on your role as a mandated reporter. If you have any questions about this statement or your role in providing Title IX support, please contact the Dean of Students.

Learn more about Title IX and Sexual Harassment on the [Dean of Students website](#).

## Resource Links for Printing

1. Courseleaf: <http://nextcatalog.cod.edu/courseadmin/>
2. Academic calendar: <http://catalog.cod.edu/academic-calendar/>
3. College of DuPage Grading Policies:  
<https://catalog.cod.edu/academic-policies-procedures/>
4. Final Exam Schedule: <https://www.cod.edu/academics/final-exam-schedule.html>



5. Incomplete Process: <https://catalog.cod.edu/academic-policies-procedures/>
6. Academic Integrity Policy: [https://www.cod.edu/student life/dean-of-students/academic-integrity.aspx](https://www.cod.edu/student_life/dean-of-students/academic-integrity.aspx)
7. Late Withdrawal Form for Students: <https://www.cod.edu/registration/forms/late-withdrawal-appeal.aspx>
8. Office of Student Registration - General Info: <https://cod.edu/registration/registration-information.aspx>
9. Access and Accommodations - [https://www.cod.edu/student life/resources/access-accommodations/](https://www.cod.edu/student_life/resources/access-accommodations/)
10. Student Rights and Responsibilities: [https://cod.edu/student life/dean-of-students/student-rights.aspx](https://cod.edu/student_life/dean-of-students/student-rights.aspx)
11. Dean of Students: [https://www.cod.edu/student life/dean-of-students/](https://www.cod.edu/student_life/dean-of-students/)