

# Components of a Syllabus

For a comprehensive look at syllabus preparation visit  
<http://www.cast.uark.edu/local/tatew/MainSyllabus.html>

## General Information:

Course name and number  
Days and times of class meetings  
Instructor name and contact information

## Course Description:

From the program brochure or catalog

## Resources

Required textbook  
Optional texts  
Software needed

## Course Requirements

Assignments  
Projects  
Exams  
Presentations  
Due dates and weighting factors for the above

## Evaluation Procedures

You **MUST** include a numeric grading scale, for example. 90-100 = A, 80-89 = B, etc.  
Point assignments for tests and homework

**Academic Dishonesty (required. The paragraphs below are a good example, but you may write your own policy for the course.)**

- The University of Arkansas strives to be a center of academic excellence. As part of our Statement of Ethics, the University strives to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response.
- Students who are caught cheating or committing plagiarism may be given a failing grade in the course by the professor and may be subject to dismissal or further discipline.
- Plagiarism is often misunderstood. It can be defined as submitting someone else's work as your own. It is not permissible to "cut and paste" and then just cite another's work. In writing for homework or projects, you should read and learn, process through your mind, relate ideas, and then express what you learned **in your own words**. Cite the references where you found your information. If you do use someone else's words, you must use quotation marks **and** cite. You should not overuse quotes – save them for a rare occurrence.

More information is available in the UA Student Handbook and the UA Graduate Catalog.

## Inclement Weather Policy (Required)

If the base closes for inclement weather or other reasons, your program coordinator will be the first to know. She will call the professors and send the students e-mail advising of class cancellations.

If your professor cancels a class he/she will contact the site coordinator, and she will send an e-mail to the students in that class advising of class cancellation.

## Course Units/Calendar

Dates for tests

Deadlines for projects

Holidays

Major program deadlines

Other items that may be included:

### 1. Course rationale

Why students need this information, who should take the course and why

### 2. Pre-requisites

Courses that should be taken prior to this one, knowledge and/or skills students should already possess

### 3. Course Goals/Objectives

Goals—broad, general statements of intended outcomes

Objectives—specific statements of desired outcomes that include measurable and observable terms

### 4. Conduct of the Course

Instructional strategies to be used

How class will be structured

Types of learning activities

### 5. Attendance Requirements

Policy for attendance that complies with program requirements of at least 50% attendance

Procedures for making up work

Procedures to follow if class is missed

### 6. Class Procedures

Late or missed work

Deferred grades

Missed Exams

Specific requirements for projects, presentations, etc.

Methods of contacting you outside of class

### 7. Caveat re: changes to syllabus

"The above schedule and procedures in this course are subject to change in the event of extenuating circumstances."