Developing an Effective Course Syllabus

Canvas

If you are using Canvas as a supplement to your in-person class discuss that here. If this is a fully online or mixed face-to-

- Campus Policies are general policies related to academic integrity and student support. These may include Academic Integrity, Disability statement, Preferred name policy, Student Code of Conduct, Title IX. A list of policies and syllabus statements can be found on the Registrar's website.

Course Schedule

The course schedule outlines the course with specific dates, topics, and due dates. Provide information about how the course is organized. For example, if you are teaching an online course discuss the number of modules and how students will work through the course. If you are teaching a mixed face-to-face course describe how students will work in person and online. Below are example templates. You can download an editable schedule template for online and face to face courses.

Online Course. This schedule is broken down by online module.

Date	Topic	Assignments	Due Dates
Week 1: Dates	Module 1: Welcome		
Week 2: Dates			
Week 3: Dates			
Week 4: Dates			

Mixed Face-to-Face/In-Person. This schedule is broken down by date not week. The weeks are color coded.

The Importance of Language and Tone

The syllabus should use welcoming language that makes the student feel welcome in the course. Here are some examples of welcoming and unwelcoming language.

Welcoming Language   Unwelcoming

Document created by Dr. Lyda McCartny, July 3, 2020

Materials adapted from:

UNC's Instructional Design and Development
Fisher, G& Keenan, M. (2020). Tips for creating a more inclusive syllabus. The Teaching Professor.
Center for Urban Education, Syllabus Review Guide
Dr. Ginger Fisher, BIO 110 syllabus example (UNC course)
Georgia State Center for Excellence in Teaching and Learning