

## SYLLABUS GUIDELINES

The following section quoted from the 1998 *Criteria for Accreditation* addresses the need for some degree of standardization among course syllabi. Please review these statements and consider their implications as you prepare syllabi:

Instructional techniques and policies **must** be in accord with the purpose of the institution and be appropriate to the specific goals of an individual course. Instruction **must** be evaluated regularly and the results used to ensure quality instruction.

- ✓ Students **must** be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed. Methods of instruction **must** be appropriate to the goals of each course and the capabilities of the students. Experimentation with methods to improve instruction **must** be adequately supported and critically evaluated.
- ✓ An institution **must** use a variety of means to evaluate student performance. The evaluation **must** reflect concern for quality and properly discern levels of student performance. ***An institution must publish its grading policies and its grading practices must be consistent with policy.***

**Section 4.2.4, *Criteria for Accreditation* (1998)  
Commission on Colleges  
Southern Association of Colleges and Schools**

The following format is recommended for course syllabi:

- I. General Information (course name and number; hours credit; semester taught; instructor's name, office, phone, mail address; etc.)
- II. Course Description (as printed in the *Catalog*)
- III. Textbook(s) and/or materials required
- IV. Course Objectives (measurable indications of effective instruction and student response)
- V. Relationship to outcomes of the General Education Curriculum (for general education courses; see *Catalog*)
- VI. Course Outline (either a day-by-day calendar or a sequentially arranged list of assignments and topics to be addressed)
- VII. Methods of Evaluation (describing methods used in arriving at final grade and weighting of course requirements)
- VIII. Attendance Policy (if any; specify any relationships between attendance and overall evaluation)
- IX. Bibliography (if appropriate; suggested supplemental readings and resources)

Please distribute a copy of the syllabus to each student on the first day of class and to those who may subsequently enroll. Syllabi may be posted electronically, but they should also be available in hard copy if students so request. Submit two copies of the syllabus for each class (not multiple sections of the same class) to the department chair, one to be filed in the department and the second to be filed with the Office of Academic Programs. These must be hard copies.