Syllabus Overview

What's it all about?

Have you ever wondered about the course syllabus? It is essential to your course as it provides a roadmap of the course for your students. This section will cover the purpose of the syllabus, the difference between the course outline and the course syllabus, and the components of the syllabus.

Purpose

- Provides a weekly schedule of "course events/activities" to the students

- The type of course events/activities listed can vary but all assessments must be listed in the syllabus

- Other events/activities might include: lesson topics, lesson objectives, assigned readings, lesson activities, resources required for lessons, etc.

The **syllabus** is not the same as the **course outline**.

Syllabus	Course Outline
• **Roadmap for the course** • **Created by the instructor** • **Provided to students at semester start** • **Relies on course outline but is more detailed** • **Contains specific learning activities and schedule of teaching events, including assessments**	• **Communicates outcomes learners achieve upon completion of the course** • **Provided to the instructor and must be followed** • **Defines course assessments and expectations** • **Contains pre-requisite information** • **Required resources and materials** • **Contains Essential Employability Skills (EESs)**

Syllabus Components

ⓘ **Review the Academic Dates for the semester prior to developing your syllabus**

A syllabus must include at a minimum:

☐ A clear statement that it is a plan of learning and that it is subject to change.

☐ A proposed learning plan built on a weekly or class basis of the topics that will be covered over the semester.

☐ Planned assessments with identified due dates.

ⓘ **When designing the course syllabus, you should plan to accumulate 30% of the total marks by mid-point of the semester. This is required in the Assessment Policy. You will be required to post a midterm progress report at the mid-point of the semester. For a 15 week semester, mid-term progress reporting will generally occur at the end of week 7.**

Other components may include:

- [ ] Class Schedule

- [ ] Faculty contact information

- [ ] Required course materials and resources

- [ ] Academic integrity

- [ ] Assessment protocols

- [ ] Student Accommodations

- [ ] Class expectations (i.e. use of electronics)

- [ ] Blackboard information

- [ ] Email policy

Important Policy Notes

The St. Clair College policy 1.6.19, states that instructors must:

- provide a well-planned and current syllabus to each student registered in their course

- discuss and explain the components of the course syllabus to students and answer any questions they might have regarding the course and its syllabus

- provide access to the current course syllabus by means of posting it on the course LMS, Blackboard