Syllabus Construction Workshop

Features of a Syllabus

Basic course information
- Title
- Instructor information (name, email, phone number, office hours)
- Location
- Meeting times and dates
Course rationale and description
Course objectives
Course materials
Course requirements
Course schedule
University policies
- Academic integrity policy is mandatory (http://www.provost.pitt.edu/info/all.html)
- Student disability services statement is mandatory (http://www.drs.pitt.edu)
Grading scale

Additional Optional Sections to Include

Required materials
Exams
Participation and attendance
Assignments
Policy on late assignments and make-up work
Behavior and code of conduct
Attendance and tardiness
Late work
Policy on contacting the professor
Rubrics
Electronic devices in the classroom
Contact slots for fellow classmates
...and more!