# Simple Syllabus Guidance

1. Pulled from Banner/Acculog: Automatically populated into the syllabus at the **section** level
   a. ==Instructor Information: Faculty should add office location, office hours, and phone number. Name and email are automatically populated.==
   b. Course Information
   c. Prerequisites/Corequisites
   d. Topic Outline
   e. Student Learning Outcomes
2. Policies at the **Institution** Level: Automatically populated into the syllabus at the **School, Department, Couse Master,** *and* **section** levels
   a. Institution Policies
   b. Academic Integrity Policy
   c. Tutoring and Support Services
3. Policies at the **School/Department** Level: Automatically populated into the syllabus at the **Course Master** *and* **section** levels
   a. School Policies: Set by the Dean for the entire school
   b. Department/Program Wide Policies: Set by the Associate Dean, Program Director, and/or Department Chair for the whole department
4. Policies at the **Course Master** level: Automatically populated into the syllabus at the **section** level
   a. Course Assessment Statement
   b. Required Course Materials
5. ==Policies/Info at the **Section Level:** Faculty should enter information into these sections of the syllabus.==
   a. ==Course Location: Faculty should enter the location of the course, including modality.==
   b. ==Requirements for Students==
   c. ==Attendance Policy==
   d. ==Grading Policy==
   e. ==Reserved Materials==
   f. ==Class Schedule==
   g. ==Canvas Schedule (If using)==


**Policies can be set at the **Course Master** level for Requirements for Students and Grading Policy. Text entered there in the Course master will be inherited at the **section** level. Other sections can be edited at the **School** level by the Dean, and text entered there will be inherited at the **Course Master** *and* **section** levels.