

## 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, Course 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.