

SAMPLE SYLLABUS TEMPLATE

(Course and Section Number)

(Course Title)

An Online Course

(Institution - Campus)

(Semester)

(Instructor Contact Information):

(Name)

(Office Location and Hours of Availability)

(Contact Phone Number)

(Contact Email and Communication Response Policy (i.e., *within 24-48 hours, etc.*))

Purpose of the Course:

(Explain the purpose of the course here.)

Course Description:

(Describe the course and the content it covers here.)

Required Texts, Resources, Supplies, & Materials:

(Insert information about required textbooks, technological requirements, supplemental materials available through D2L, and other resources.)

Course Goals:

(Explain the general goals of the course.)

Course Objectives:

(Provide a descriptive list of what students should know or be able to do upon completion of this course.)

Course Requirements:

(Describe the requirements of the course (assignments, quizzes, exams, participation, etc.).)

Course Evaluation & Grading:

(Explain how grading and evaluation will occur. *You should also include an example of the grading scale: A = 90% - 100%, B = 80% - 89%, etc. – or make it point-based, if that is how you will determine grades: A = 90pts – 100pts, B = 80pts – 89pts, etc.*)

Course Schedule (Optional):

(Insert your course calendar here. You can also opt to provide this as a separate document.)

Course Policies:

(Explain your expectations for student participation, performance, and behavior, and your other course policies.)

Additional Information (Optional): Include any additional information that students may need to know, including descriptions of any relevant university assistive services offered online (Writing Center, etc.), and/or a statement regarding future revisions to the course syllabus (i.e., “Syllabus subject to change with notice.”).