

Some Helpful Points to Consider When Making Course Syllabi

1. Course title, number, section, semester hours credit, semester (fall/spring, etc.)
2. Meeting days, times, and location
3. Instructor's name, e-mail address, office phone, home phone
4. Office hours and location
5. Course prerequisites
6. Course description/Catalog description
7. Course objectives
8. Other course considerations and/or expectations
9. Required texts, optional texts, recommended readings, etc.
10. Tools, materials, supplies, software, safety equipment, etc.
11. Attendance /participation policy, excused and unexcused absences
12. Outline of class meetings and topics
13. Assignments outside of class, field trips, etc.
14. Grading scale, areas and methods of evaluation, final grade composition, etc.
15. Include the VWC policy on special needs and/or accommodations:
"Virginia Wesleyan College recognizes, and is sensitive to, students with special needs. In order to use accommodations, students must first register with the college's disability services coordinator at 455-3246, and provide the college with appropriate, professional documentation. If you need accommodations in this course because of a documented disability, or if you have emergency medical information to share, please make an appointment to see me during my office hours."
16. A statement regarding academic honesty. You may reference the student handbook for a copy of the Honor Code with reference to cheating, plagiarism, and other forms of academic dishonesty.
17. Last day to drop without penalty, <http://www.vwc.edu/academics/calendar/>
18. Date, time, location of final exam <http://www.vwc.edu/academics/registrar/schedules/>
19. Policy on late work, extra credit work, and/or extra work to improve a grade
20. Policy on borrowed instructional materials, books, etc. and penalty for non-return of items
21. Notice warning of course content that some may find offensive and/or objectionable

22. Incomplete policy. VWC policy: *An Incomplete is given at the discretion of the instructor when circumstances beyond the control of the student prevent the completion of course requirements. See the College Catalog at www.vwc.edu/academics/catalog.php.*
23. Posting that “the use of electronic devices, such as cell phones and I-pods, are prohibited during scheduled class time.”
24. VWC phone number to call for class closings and delays due to inclement weather: 757-455-5711