North Carolina Central University
Major Components of a Course Syllabus

Introductory information
- Complete Course Title
- Semester
- Class Meeting Time and Location(s)
- Instructor Name
- Instructor Contact Information- Office, Phone, Email
- Instructor’s Office Hours
- Student Information Form
- Teaching Philosophy Statement
- Letter to Students or Welcome Message

Major sections
- Course Description
  - **Course Description (Course Catalog)
  - **Course Goals
  - **Course Prerequisite(s)
  - **Student Learning Outcomes
  - **Required Course Text and Supplies
  - Optional Text or Items
  - **Class Delivery Methods
  - Course Expectations or Course Purpose

- Course Policies
  - Attendance Policy, Class Make-Up
  - Class Behaviors, Civility
    - Departing early or arriving late,
    - Food and drinks in the classroom.
    - Cell phones, pagers, notebook computers
    - Use of computers during non-computer times and / or for non-class related items
  - Incomplete Policy
  - **Academic Dishonesty - Cheating and/or Plagiarism, Academic Integrity
  - **Students with Special Needs - Disability Access and Safety
  - Recording (audio or video) Lectures
  - Grading

- Student Responsibilities
  Sign up for Eagle Alerts on the Emergency Webpage, Safety, Campus Crisis Preparedness
  Adverse Weather – Call NCCU’s Information Line (919) 530-7220
  Assignments and Readings

- Assessments and Evaluation
  - **What types of items will be required, assignments and due dates – papers, tests,
  speeches, projects etc., feedback
  - **Policies for late work, missed work, and makeup examinations
  - **How will final course grade be determined
  - **Final grade calculation

- Course Calendar

- Course Requirements – Class Participation

- Other Information
  - Semester Schedule
  - Outside Resources
  - Bibliography
  - SACS Requirements
http://teachonline.asu.edu/objectives-builder/

http://rubistar.4teachers.org/index.php

Good Practice:
- Encourages student-faculty contact
- Encourages cooperation among students
- Encourages active learning
- Gives prompt feedback
- Emphasizes time on task
- Communicates high expectations
- Respects diverse talents and ways of learning