Attachment C Guidelines for Syllabus Preparation (NYSED)

The NYSED guidelines for syllabus content (Source: Application for Registration of a New Program, Section 2 Sample Program Schedule) state that "course outlines/syllabi are clear and comprehensive and include: course objectives; prerequisites; credits allocated; course content and assignments; testing methods; method of assessing student achievement; basis of grade; and bibliographic and other resources related to course, and other course policies."

The following model is offered to meet the stated NYSED guidelines for syllabus preparation:

- 1) Title page including course number, title, instructor name, date
- 2) Course Credit(s)
- 3) Pre-Requisites
- 4) Course description (which corresponds to the published campus bulletin)
- 5) Course objectives
- 6) Weekly course outline, including supplementary assignments*
- 7) Criteria for evaluation of student performance (i.e., Student Learning Outcomes and the basis for determining grades)
- 8) Bibliography
- 9) Text or other major references

*Supplementary assignments should be further defined and quantified:

Paper =	_ hours
Research project =	_ hours
Readings =	_ hours
Online discussion and posts =	hours

Other Generally Acceptable Content for Syllabi

When and how to contact instructor Plagiarism