Syllabus Template

1. Title of Course
2. Time and Place
3. Instructor & Contact Information
4. TA names and contact information (if relevant/available)
5. Office hours
6. Official Calendar description
7. Detailed course description, how the course fits with the overall program curriculum (BA, BSc, MPH, MSc, PhD, etc.)
8. Prerequisites
9. Overview of assignments, exams, other activities
10. Logistics in/re: to contacting faculty/TA's, submitting assignments, gaining access to and using the course website
11. MUST BE PRESENT: Identification and Articulation of Course Goals and Objectives: Goals are overarching statements about the broad concepts and skills you want students to develop as a result of your course. Objectives transform goal generalizations into specific student performance and behaviors that demonstrate student learning and skill development. Use action words that specify definite, observable behaviors. E.g.'s: define, explain, demonstrate, diagram, diagnose, formulate, measure, etc.
12. Objectives are NOT what the course is about, but what students can expect to KNOW or to be able to DO after completing the course.
13. MUST BE PRESENT: Course textbooks, readings, materials
14. Important Dates (exams, due dates, final exam time and date, etc.)
15. MUST BE PRESENT: FHS grading guidelines: “Lower division (100- and 200-level) undergraduate courses should, in general, have no more than 5% A+’s, and the median letter grade should be a B-. Upper division (300- and 400-level) undergraduate courses should in general have no more than 8% A+’s, and the median letter grade should be a B/B+, or it might be a bit higher (B+/A-) for some 4th year seminars.”
16. Appeals process for grades. Refer to the SFU Calendar for information about appealing a grade. Students who choose to dispute their grade on an assignment or for the course should write down the details and reason for the appeal, submit the write-up along with all relevant paperwork to the instructor, and set up a meeting to discuss it. If needed, SFU Policy T20.01 at https://www.sfu.ca/policies/gazette/teaching/t20-01.html explains steps to follow for appealing a grade beyond the level of the instructor.
17. Reference to Guidelines for Student Conduct, including the SFU statement on ethics (refer to the SFU policy). Comments about how you will handle absences, makeup exams and/or assignments, late papers or assignments, and plagiarism are particularly important. Note that the SFU library has a module on plagiarism available to students via Canvas. The following statement is required of all undergraduate syllabi; you may use it optionally for graduate syllabi, though reference to the specific policy URL is recommended.

"Academic Honesty plays a key role in our efforts to maintain a high standard of academic excellence and integrity. Students are advised that ALL acts of intellectual dishonesty are subject to disciplinary action by the University; serious infractions are dealt with in accordance with the Code of Academic Honesty" (Policy S10: http://www.sfu.ca/policies/gazette/student.html) Students are strongly encouraged to read the policy and inform themselves of the definitions and consequences.
18. MUST BE PRESENT: Assessment Strategies: How will you as an instructor know whether and to what degree the learning objectives have been met? Identify how assignments, exams, etc. link to your evaluation of the learning objectives.