Syllabi for 2016
Teaching and Writing Retreat, 2016

What is the function of a syllabus?
Contractual, record-keeping, communication functions—but also a learning tool

General Features
* Basic information (meeting times, location, office hours, contact information, etc.)
* Course description (prerequisites, overview, learning goals)
* Requirements/Assessment (papers, exams, quizzes, other learning activities; grading and submission policies)
* Course Materials (Readings, equipment, supplies)
* Expectations of Students (attendance and lateness, class participation, honor code—“expect complete intellectual honesty in all academic work”)
* Course Calendar/Schedule (daily, weekly schedule, due dates)

(Disclaimer—adapted from Hamilton College—“This syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. The professor, however, reserves the right to modify, supplement, and make changes as the course needs arise.”)

Learning Goals (starting point for the development of a course and a syllabus)

Middlebury Recommended Statement on Accessibility
"Students with documented disabilities who believe that they may need accommodations in this class are encouraged to contact me as early in the semester as possible to ensure that such accommodations are implemented in a timely fashion. Assistance is available to eligible students through Student Accessibility Services. Please contact Jodi Litchfield, the ADA Coordinator, at litchfie@middlebury.edu or 802-443-5936 for more information. All discussions will remain confidential."

Inspiration (importance of tone, promise, inclusivity)
* Question-driven course description
* Long-ranging, multifaceted learning goals
* Robust assessment and activity descriptions
* Detailed course schedule framed in “beautiful questions”
* An inviting, approachable, motivating tone
* A focus on student success


Sources—many, with special credit to Brown University’s Sheridan Center and Vanderbilt University’s Center for Teaching
https://www.brown.edu/about/administration/sheridan-center/creating-brown-university-syllabus

https://cft.vanderbilt.edu/guides-sub-pages/syllabus-design/