Description

- This one-hour workshop is an interactive session designed to increase instructors’ confidence and competence in designing a college course syllabus.

- It combines theory and practice in creating and developing a course syllabus that serves multiple functions.
Workshop Outcomes

- Identify the multiple functions of the course syllabus.
- Design a course syllabus that serves multiple functions.
- Identify ways in which instructors’ respective syllabi communicate an implicit contract.
Workshop Agenda

- Educational theorists’ thoughts on course syllabi
- Functions of syllabi
- Review of syllabi for implicit contracts
- Focus on individual syllabus design
- Assessment
The integrity of the syllabus is important for administrative purposes. (Bers, Davis, & Taylor, 1996).

Periodic review and categorization of syllabi can be a means to evaluate curriculum and program development over time. (Ecker, 1994)

The syllabus makes explicit the responsibilities of both instructor and students. (McKeachie, 1999)
Functions of Syllabi

- Administrative Clarity
  - Explicit public descriptions of courses
  - Can be and often are used as evidence in grievance & judicial hearings
  - Routinely used to determine course equivalency in transfer situations
Functions of Syllabi

- Course Development
  - What does this course cover?
  - How does it do that?
  - What is the expected pace of the course?
Functions of Syllabi

- Interpersonal Expectations
  - What do we do in this class?
  - What is the instructor expecting of me?
  - What can I expect of the instructor?
  - How am I expected to relate to other members of the class?
Syllabus Format for Review
Sample Syllabi for Review
Notes for Individual Syllabi
Assessment

- What’s your most significant take-away from this session?
- After attending this session, what’s one change you’ll make in your course syllabus?
Finis

Ad majorem dei gloriam