Preparing a Syllabus
You should prepare a syllabus for each course that you teach. Please use the following “Syllabus Checklist” when preparing your syllabus:

**Contact Details and Office Hours:** instructor’s telephone number(s), e-mail address, website, office address and office hours.

**Course Description and Objectives:** short description of the course and the context in which it is taught; could address teaching methodology and general expectations of students.

**Prerequisites:** explanation of the level at which the course is pitched; list of courses that are formal prerequisites (must correspond to official list; consult ECON or IBS office if in doubt). This section might also mention topics or skills with which students should be familiar.

**Evaluation:** explanation of grading, including percentages allocated to elements such as class participation, exams, homework, papers, and projects. These should not change once the course begins. All students in a course must be evaluated the same way (this may include giving all students the same option, e.g. paper vs. exam).

**Learning Goals and Outcomes:** Labeled similar to “Learning Goals and Outcomes” in syllabus. These are objectives of the course that are listed with the expectation that instructors and students will attempt to address those goals.

**Communications:** details of class mailing lists, LATTE, class websites, and other links. Explain how syllabus changes will be communicated and how students should keep themselves informed.

**Course Materials:** materials recommended for purchase, including textbooks, coursepacks and online materials.

**Disabilities:** every syllabus MUST contain the following paragraph:

“If you are a student with a documented disability on record at Brandeis University and wish to have a reasonable accommodation made for you in this class, please see me immediately.”

**Academic Integrity:** every syllabus MUST contain a paragraph such as:

“You are expected to be familiar with and to follow the University’s policies on academic integrity (see http://www.brandeis.edu/studentlife/sdc/ai/). Instances of alleged dishonesty will be forwarded to the Office of Campus Life for possible referral to the Student Judicial System. Potential sanctions include failure in the course and suspension from the University.”

**Course Plan:** this is the heart of the syllabus—an annex or table with a detailed list of topics for the semester. Ideally it will have an entry for each class session with projected topics and readings. The Academic Calendar and Module Dates are online on the “Current Student” page of the IBS website; please remember “Brandeis Mondays,” etc. A detailed plan is especially important for modules, since these only meet only six/seven times. In this section some instructors also choose to include brief objectives for sessions and/or questions for study and discussion.

**Critical Dates:** the plan should include dates for exams, homework assignments, papers, projects, and presentations. It is important to identify the date of the final exam, if any, which should be in the time slot the University assigns for that block. NO EXAMS SHOULD BE SCHEDULED IN THE FINAL WEEK OF THE SEMESTER (exams should be either earlier or in the final exam period to avoid an excessive bunching of assignments). IN FULL-SEMESTER COURSES, NO HOUR EXAMS SHOULD BE SCHEDULED IN THE WEEK CORRESPONDING TO THE LAST WEEK OF MODULE 1 (to allow module exams to be scheduled at that time).