Sample Course Syllabus: Course Number and Title

Instructor Name: Course Dates;

Office Location: Course Time & Location:

Contact Information: instructor@bu.edu, etc. Course Credits:

Office Hours:

TA/TF/Learning Assistant information, if relevant

**Question-driven Course Description**

**Course Objectives.** List and link to larger program (e.g., major, minor) learning outcomes

**Instructional Format, Course Pedagogy, and Approach to Learning**

**Books and Other Course Materials**

Provide complete citations, as well as where to purchase (Barnes & Noble or alternative) or access (Mugar Library, online, etc.).

Distinguish clearly between required, recommended, and optional purchases.

**Courseware**

List course website, as well as any web links that will be needed for the class.

**Assignments and Grading Criteria.** Describe assignments, papers, class participation, and examinations as applicable, and provide a clear summary of percentage weights for each category. Include any rubrics you will use to evaluate students’ work.

**Resources/Support/How to Succeed in This Course**:

1. Office hours, tutoring, etc.
2. Accommodations for Students with Documented Disabilities

**Community of Learning: Class and University Policies**

1. Course members’ responsibility for ensuring a positive learning environment
2. **Attendance & Absences.** Clearly state your attendance policy, limit on absences, etc., including any implications of class attendance on grading. List all unusual required meetings (e.g., field trips, guest speakers). Affirm **Policy on Religious Observance**
3. **Assignment Completion & Late Work.** Detail your policy regarding how students should submit assignments (in person, by email, on courseware site, etc.) as well as how you will address late work, missed exams, etc.
4. **Academic Conduct Statement,** including expectations for academic honesty, reference to consequences for cheating or plagiarism, course-specific guidelines for, e.g., extent of allowable collaboration on assignments, and URL for Boston University’s undergraduate Academic Conduct Code: [*https://www.bu.edu/academics/policies/academic-conduct-code/*](https://www.bu.edu/academics/policies/academic-conduct-code/)

**NOTE:** GRS courses and CAS 500-level courses (which carry graduate credit) must also include the URL for the GRS Academic Conduct Code: <http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/academic-discipline-procedures/>

**Detail of Class Meetings: Date, Topic, Readings Due, Assignments Due**. List in a legible format all of the class meetings with, in each case, 1) lecture/discussion topics, 2) expected preparation for that meeting, and 3) any assignments due. State that schedules and topics are subject to change, and describe provisions for timely notification to students of any changes.