



Syllabus Essentials

2023-2024

Your syllabus is one of the most important documents you create for your course. This document gives students a first impression of you and sets the tone for the course and classroom environment from the very first day.

The following Syllabus Checklist was created to assist in developing a syllabus. More information, including the complete checklist and template syllabi, is available on the CTL website and in the *Teaching at Georgia Tech* guidebook.

1. Welcome and Overview of the Course

- Course Prefix and Number, Name, Section, and Credits
- Instructor name and contact information (email address and office phone)
- TA(s) name and contact information (email addresses)
- Class day, time, and location (include lab/recitation times and locations if appropriate)
- Instructor office hours and physical or virtual location
- Course Description: Your course description should provide a brief introduction to the scope, purpose, and relevance of the course.
- Prerequisites and Corequisites, if applicable
- Course Goals and Learning Outcomes (Objectives): Your learning objectives are meant to identify your main course goals for your students, in terms of the skills and knowledge they will develop in your class. Aim for three to five learning objectives for a single course.

2. Course Requirements and Grading

- Assignments: List all the graded components of your course, including assigned homework, quizzes, exams, papers, projects, or other assignments that will be turned in, along with the dates they are due and how much weight (e.g., percentage, points, etc.) each component carries.
- Description of Graded Components: Your syllabus should include details for each component of your students' final grade.
- Grading Scale: Grades are awarded on a scale of A to F with no +/- grades permitted. Visit the Registrar's website for more information about the grading system at Tech.
- Extra Credit and Grade Dispute Policies and Procedures

3. Course Materials

- Course Texts: Specify whether texts are required or recommended and where they can be purchased.
- Course Website or Other Classroom Management Tools: Either mention your use of a Canvas site, or add a link to your course website.





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4. Course Expectations and Guidelines

Below are the policies that should be included in all Tech syllabi.

- **Academic Integrity:** Suggested wording for this policy: *Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. Any student suspected of cheating or plagiarizing on a quiz, exam, or assignment will be reported to the Office of Student Integrity, which will investigate the incident and identify the appropriate penalty for violations. For more information on the Honor Code, visit the OSI website.*
- **Accommodations for Individuals with Disabilities:** Each syllabus should contain a statement directing students to the Office of Disability Services if they require special accommodation. Consider this wording: *If you are a student with learning needs that require special accommodation, contact the Office of Disability Services at 404.894.2563 or their website, as soon as possible, to discuss your needs and to obtain an accommodations letter. Then, make an appointment with me as soon as possible to discuss your learning needs.*
- **Assignments:** Explain to students your directions for how, where, and when assignments should be turned in.
- **Attendance and/or Participation:** Whether attendance and/or participation are required and/or graded in your class is up to you.

Follow the QR code for more information and resources developed to help you create effective syllabi for your Georgia Tech courses.



5. Course Calendar and Content

- **Course Meetings:** Visit the academic calendar website.
- **Officially Recognized Holidays**
- **Important Dates:** Consider important dates such as holidays when scheduling exams or other major assignments.
- **Requirements Outside of Class Time**
- **Class Plan:** List the tentative topics or activities planned for the class meeting.

6. Additional Sections to Consider

- **Tips for Success and Learning Tools**
- **Discipline-Specific Tips**
- **List of Additional Campus Resources**
- **An Introduction to Yourself**
- **Diversity Statement**



Center for Teaching and Learning

The Center for Teaching and Learning promotes and supports an on-campus and online instructional community where excellence in teaching and learning is valued and where educators engage in evidence-based state-of-the-art practices that foster opportunities in which diverse students and instructors can thrive.

Visit ctl.gatech.edu for information on programming, resources, consultations, and for the *Teaching at Georgia Tech* guidebook.