

Syllabus Template Instructions

Course title, number, term (i.e., Spring 200x), meeting times and location.

Course Description and Prerequisites - Course description should closely follow catalog description for course. In some instances, course description may include a rationale or context for the subject matter within the discipline. Prerequisites, if any, should be given and these should match the catalog.

Learning Outcomes or Course Objectives – Statement of what students will be able to do or know upon completion of the course. The outcomes may include competencies developed in the course. Learning outcomes are measurable and define what students need to do to show mastery of course materials. Additional assistance with learning outcomes is available through the Center for Teaching Excellence <http://cte.tamu.edu>.

Resources for writing learning outcomes

- [Questions to assist in writing learning outcomes for a course](#)
- [Six Major Levels of Bloom's Taxonomy of the Cognitive Domain](#)
- [Bloom Polygon](#)

Instructor Information -Name, telephone number, email address, office hours, and office location.

Textbook and/or Resource Material - List required textbooks and/or any resource material necessary for this course.

Grading Policies – Policies should cover late work, grade assignment and weighting, attendance policy, and make-up guidelines. Changing grading policies should occur only under extraordinary circumstances. However, no statement on a syllabus may contradict university rules regarding attendance, approved absence, etc. You may wish to refer to the Student Rules regarding Academics at <http://student-rules.tamu.edu>

Course Topics, Calendar of Activities, Assignments, Test Dates - If the course is web-based, you may wish to provide links to academic calendar and final schedule. Avoid conflicts with religious observances. Major assignment due dates should not be changed without notification of all students in the course.

Other pertinent course information relevant to the course (not required) - Additional relevant course information may be added.

Americans with Disabilities Act (ADA) - This statement is required on all syllabi.

Academic Integrity Statement and Policy – All syllabi should contain a section that states the Aggie Honor Code and refers the student to the Honor Council Rules and Procedures at <http://www.tamu.edu/aggiehonor>.

"An Aggie does not lie, cheat or steal, or tolerate those who do."

It is further recommended that instructors print the following on assignments and examinations:

*"On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work."
[Signature of Student]*

Helpful Websites for Syllabus Construction

Academic Calendar <http://admissions.tamu.edu/Registrar/General/Calendar.aspx>
Final Exam Schedule <http://admissions.tamu.edu/Registrar/General/FinalSchedule.aspx>
On-line catalog <http://www.tamu.edu/admissions/catalogs/>
Religious Observances <http://dof.tamu.edu/faculty/policies/religiousobservance.php>
Student Rules <http://student-rules.tamu.edu>
Center for Teaching Excellence <http://cte.tamu.edu>