

Requirements for Course Syllabi, College of Liberal Arts and Sciences

The LAS Committee on Courses and Curricula requires that faculty submitting new courses for approval include course syllabi that include **all** the following elements, and that are written with a student audience in mind:

- Course rubric, number, title, and number of credits (if differential credit, also indicate)
- The Instructor's name, office location, and contact information
- A brief description of the course that expands on the catalog description and includes main goals of the course (specific focus, what general topics or skills will be covered).
- Notation of any pre-requisites, as well as requirements the course meets (Gen Ed, major/minor requirement, other)
- Frequency and duration of class meetings (e.g., MWF 10:00-10:50 AM, TR 8:00-9:15 AM). See <http://provost.illinois.edu/policies/policies/courses/proposing-new-courses> as well as the [Course Credit Guidelines](#) for more information on the relationship between Credit Hours and Contact Hours.
- A list of required and, if applicable, recommended course texts with complete information such as author(s), publisher, date of publication, plus where to obtain texts (including any found online or on Compass)
- A list of at least 3 Student Learning Outcomes (SLOs). For Gen Ed courses, consider keying to the specific Gen Ed requirement; for courses in the major, to major program goals. For more information about SLOs, see <https://provost.illinois.edu/assessment/learning-outcomes-assessment/>
- A semester-long Course Calendar that includes course topics by day/date, daily readings and assignments, and due dates.
- **Grading:** Please include (1) Course and assignment grading policies and breakdown of final grade (e.g., Papers 40%, Exams 40%, Group Presentation 20%) and (2) a grading scale (percentages or points and letter grade range equivalents).
- A brief description of all major assignments, including length, scope, and basic requirements for each.
- A course attendance policy, including instructor's policies on late work, makeup exams, etc. If attendance and/or participation are part of the course grade, please indicate how that will be assessed. Here is the campus policy on attendance: <https://studentcode.illinois.edu/article1/part5/1-501/>
- A statement on Academic Integrity, which may refer to the student code only or may include additional direction beyond this: <https://studentcode.illinois.edu/article1/part4/1-401/>
- A statement for students who need disability accommodations (e.g., "To ensure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class are asked to see me as soon as possible.") and a link to [DRES](#).

From the Center for Innovation in Teaching & Learning (CITL):

Guidelines to the Organization and Contents of a Syllabus, <https://citl.illinois.edu/docs/default-source/default-document-library/organization-of-syllabus.pdf>

For **Graduate Courses** (400 and 500-level) please review the Graduate College Requirements and Recommendations for Syllabi, <http://www.grad.illinois.edu/courses-syllabi> for required elements.

Additional Guidelines for ONLINE courses

Please review the LAS Online guidelines & policies found here: <http://www.lasonline.illinois.edu/faculty/policy/>
These include statements about proctoring/identity verification.

Recommended Statements on Student Commitment by ATLAS for inclusion in Syllabi of Online Courses

Learning activities can vary depending on the course, so instructors may adjust the language and hours in the statements below based on the specific content of the course being proposed.

Undergraduate, 4-week, 3-credit-hour Online Course

XXX ### is an online, undergraduate-level, 4-week, 3-credit hour course. The student is expected to devote at least 9 hours per week learning the topics of the course through video lectures and readings, and at least 12-20 additional hours per week on homework assignments and class projects. The instructor will be available for consultation.

Undergraduate, 8-week, 3-credit-hour Online Course

XXX ### is an online, undergraduate-level, 8-week, 3-credit hour course. The student is expected to devote at least 6 hours per week learning the topics of the course through video lectures and readings, and at least 6-10 additional hours per week on homework assignments and class projects. The instructor will be available for consultation online and/or face-to-face for students and instructors who may be on campus

Undergraduate, 16-week, 3-credit-hour Online Course

XXX ### is an online, undergraduate-level, 16-week, 3-credit hour course. The student is expected to devote at least 3 hours per week learning the topics of the course through video lectures and readings, and at least 3-5 additional hours per week on homework assignments and class projects. The instructor will be available for consultation online and/or face-to-face for students and instructors who may be on campus.

Graduate, 8-week, 4-credit-hour Online Course

XXX ### is an online, graduate-level, 4-credit course. In a graduate-level, 4-credit course, the student should be expected to devote at least 6-8 hours per week learning the advanced topics of this course (through video lectures and readings), and at least 8-16 additional hours per week on homework assignments and class projects. The instructor will be available for consultation online and/or face-to-face for students and instructors who may be on campus.

Graduate, 16-week, 4-credit-hour Online Course

XXX ### is an online, graduate-level, 4-credit course. In a graduate-level, 4-credit course, the student should be expected to devote at least 4 hours per week learning the advanced topics of this course (through video lectures and readings), and at least 4-8 additional hours per week on homework assignments and class projects. The instructor will be available for consultation online and/or face-to-face for students and instructors who may be on campus.