

## **George Fox University Course Syllabus Instructions: (Appendix E from the GFU Faculty Handbook)**

The course syllabus represents the agreement between professor and student about what content a course will cover, what skills the student will be expected to use, how the professor will determine the students' grades, and when the various kinds of assignments are due. The professor may operate on the assumption that the students can be expected to put in two hours outside of class for every class hour.

The syllabus should be limited to two to three pages typewritten. The professor presents the syllabus to students in the first week of the course, preferably on the first day of class. The professor makes sure each enrolled student receives and understands the syllabus.

Occasionally, circumstances will arise that make changes in the syllabus necessary. These changes need to be made carefully and sparingly. The students must understand the changes and the reasons for them. Students usually perceive changes that work retroactively as unfair.

The syllabus needs to include the following information, perhaps in this format:

|   |                             |
|---|-----------------------------|
| <u><b>Course Title</b></u>                | <b>Instructor's Name</b>    |
| <b>Course Number</b><br>Semester and Year | Office Number, Hours, Phone |

### **Introduction**

Briefly state the overall purpose of the course.

### **Objectives**

State specifically what you hope to accomplish through the course in terms of the students' skills and/or content.

### **Text(s)**

Give complete and current bibliographic information about the texts you have chosen. Specify whether the text is required or optional and whether it is to be purchased or used through library reserve.

### **Course Content**

Identify the main topics, units, problems, projects, or other logical sections into which the subject matter is divided (his information may be provided already under "Objectives").

### **Course Requirements and Grading**

Explain clearly what you require from the students. If you require attendance or vocal participation in class, for example, make this clear. Make clear to students the basis for grading and the relative importance of the requirements and standards for earning an A, B, C, etc. Specify the due dates for assignments and the examination dates. Be sure to specify the format for assigned papers and make clear your expectations for organization, content and length.

### **Course Schedule**

Provide students with a schedule for reading and other assignments and examinations. Specify the reading assignments and whether they are in the text(s) or on reserve in the library.

### **Bibliography, Related Materials**

If appropriate to the course, compile a short bibliography limited to ten to fifteen of the most important references or significant related materials.

Below is a paragraph related to students with disabilities... Please include this information in your syllabi as a means of assisting these students:

If you have specific physical, psychiatric, or learning disabilities and require accommodations, please contact the Disability Services Office early in the term so that your learning needs may be appropriately met. You will need to provide current documentation of your disability to Disability Services. For more information, please contact the Director of Disability Services or go to [ds.georgefox.edu](http://ds.georgefox.edu).