Syllabus Design

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o **Content**: First, reflect on the course you plan to teach. A syllabus cannot be built prior to course design.

o **Student Input**: Next, consider the amount of student sharing (collaboration) you'd like to embrace in your course.

o **Policies**: You will want to develop a set of policies that are based on your prior experiences with similar groups of students.

o **Schedule**: This should include the topics to explore, presentations, guest speakers and assignments.

o **Setting the Tone**: Once the basics of your syllabus are in place, consider the tone you are setting with your students.

- To emphasize policies or deadlines, use *italics*, **bold** or <u>underlining</u> to draw student attention.
- Keep in mind that ALL CAPS IS LIKE SHOUTING.