



College of Liberal Arts & Sciences

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Guidelines on LAS Course Syllabi

The College of Liberal Arts and Sciences is distinctive both for the breadth and quality of the courses it offers. In keeping with this tradition, the LAS Committee on Courses and Curricula requires that faculty submitting new courses for approval include course syllabi containing the following elements:

- Course rubric, number, title, and number of credits
- Frequency and duration of class meetings
 - Please reference the student code http://studentcode.illinois.edu/article3_part7_3-704.html and Course Form for information on the relationship between Credit Hours and Contact Hours
- Instructor's name, office location, and contact information
- Brief description of course goals and list of course texts (required/recommended readings and information about how students may obtain them)
- Weekly schedule of course topics, readings, and assignments, with approximate due dates
- Grading policies and breakdown of final grade (e.g., Papers 40%, Exams 40%, Group Presentation 20%)
- Attendance policy, including instructor's policies on late work, makeup exams, etc.
 - See also http://admin.illinois.edu/policy/code/article1_part5_1-501.html
- Academic integrity statement.
 - Example: According to the Student Code, 'It is the responsibility of each student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.' Please know that it is my responsibility as an instructor to uphold the academic integrity policy of the University, which can be found here: http://studentcode.illinois.edu/article1_part4_1-401.html
- Statement on accommodations for students with disabilities (e.g., "To insure 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.")
- [Safety and Security in the Classroom information](#)
- 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.

Other Resources on Syllabi

From the Center for Teaching Excellence:

Purposes of a Syllabi, <http://cte.illinois.edu/resources/topics/syllabus/purpose.html> and Guidelines to the Organization and Contents of a Syllabus, <http://cte.illinois.edu/resources/topics/syllabus/guide.html>