Components of a well designed syllabus or course outline

Although formats may vary among disciplines, there are several components to a course syllabus or course outline that can make it more informative, useful, and engaging.

This checklist follows the criteria and recommendations listed on the Components of a well designed syllabus or course outline webpage. Please also refer to your Faculty/department for templates or other applicable statements to include. To support the student learning experience, these components reflect Universal Design for Learning (UDL).

Overall structure and organization
- positive & inviting tone
- active voice
- well organized and easy to navigate
- accessible and readable
- visually appealing
- clearly communicates how to succeed

General information
- Course name, department, course number, section
- Key dates and times
- Class location(s)
- Office hours & location
- Your contact information
- Territorial acknowledgement
- Course prerequisites
- Your biography and teaching statement
- Learning technologies used (i.e. Brightspace, Zoom etc.)
- Required readings/ additional resources
- Feedback opportunities (i.e. early, midterm, CES)

Assessment
- Clearly articulated
- Aligned with ILOs
- Effectively spaced and sequenced
- Well-described (summative and formative)
- Have sufficient practice opportunities
- Grading information and scale
- Rubrics for assignments
- Study guides and other learning aids

Policies & statements
- See website for updated list of University policies and statements
- Include Learn Anywhere which links to academic services for students (i.e. MSAC, CAC etc.)

Intended Learning Outcomes (ILOs)
- Clearly articulated
- Includes action verbs
- Shows clear expectations of course

Instructional strategies
- Course schedule with learning outcomes
- Major topics, questions and dates
- Aligned with assessment and ILOs
- Derived from evidence-based practices
- Learning activities provide formative feedback

= additional resources available online

http://teachanywhere.uvic.ca/syllabus