SYLLABUS TEMPLATE
MINIMUM REQUIRED INFORMATION

(YGCAS, CPA, MSB)
This template reflects VII-3.4 Syllabus Requirements approved by
University Faculty Senate and Provost, May 2016
(May 2017 v.3)
Revised spring 2024

A syllabus for a college or university-level course can have a variety of purposes. Foremost is that of informing its students what standards, requirements and outcomes will be expected of them in the course. The course syllabus is not a true contract, but in many ways it expresses an agreement between the instructor and the students. Students' expectations are shaped by the syllabus, and students will ordinarily hold instructors to the content of the syllabus throughout the course unless the professor clearly articulates and shares an updated version. And conversely, instructors will hold students to the syllabus content throughout the course.

A second purpose is to inform other colleges and universities of the content of a course so they may determine if it is equivalent to a similar one that they offer, necessary when students transfer out of the University of Baltimore or graduate and then go on to pursue a higher degree.

A third major function of the syllabus is to present accreditation bodies with a thorough understanding of curriculum and instruction practices. Professional accrediting bodies will examine the integrity of departmental instruction and will look to course syllabi as part of their evaluation process.

For all of these purposes, the construction of a syllabus cannot be taken lightly. It must represent a true picture of the content and expectations of the course.

This template is provided as a model. It includes all the requirements of a syllabus as required by UB policy. If you choose not to follow this template, your syllabus must include all the required elements listed, and must include the Student Success Resources syllabus addendum or a link to the syllabus addendum, which is updated each term to reflect current office numbers and contact information.

HOW TO USE THIS TEMPLATE

- Please modify all **RED** text to reflect the specifics of your course.
- All **BLACK** text should remain as is. Many of these sections communicate important University of Baltimore policies.

Delete the text above after you have completed your syllabus

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Course Title
Credit hours

Course number and section
Semester/Year

Day and Time
Start and End Dates
Location

Instructor:
Instructor Name

Contact Information:
E-mail: email@ubalt.edu
Phone: ###- ###-####
It is optional to include policies around communication between faculty and students, including preferred contact and response times to email.

List your preferred method of contact and your estimated response times.

Example:

I prefer that students contact me via email. Please be sure to include the course number in the subject line. I will make every effort to respond to your inquiry within 48 hours or earlier. If an issue is urgent, please indicate "urgent" within the subject line of the email and I/we will respond as soon as is practical.

Office Hours and Location:
Specify the days and times and location

Course Description:
The course description section should be copied directly from the course description in the catalog.
Look up the current description.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

Describe what is expected of the students in regard to course learning and skills; these are articulated, in one way, as learning goals for the course ("upon successful completion of this

course, students will be able to…") and/or statements of what the instructor expects students to accomplish in the course.

Syllabi are to include:
- o Course-level learning outcomes approved by the program faculty for the course (see program director as needed)
- o Optional: the faculty member's measurable learning outcomes for that section of the course (1-3 learning outcomes)
- o If applicable, General Education (GE) or Graduation Requirements (GR) Student Learning Outcomes

Resources:

- How to write learning outcomes
- Action verbs for student learning objectives

Required Course Materials:
Provide required textbook information and ISBN.

List all required texts and learning materials. If no text is required, or if this course uses Open Educational Resources, indicate this here. The "AIP Textbook Adoption "button in the 'Tools' portion of the MyUB portal is the mechanism through which you order required textbooks or to indicate that no materials must be purchased for your course. You should order textbooks or indicate that no materials are required as soon as possible.

Recommended Course Materials:
If there are other textbooks or course materials that are not required, list them here.

Course Requirements/Assignments:
Provide information about each assignment, such as assignment descriptions, expectations, and due dates. All assignments should be aligned with at least one learning outcome. It is optional to include assignment/make-up work policies.

Attendance Policy:
Describe your expectations for student attendance, tardiness and policies and procedures for dealing with absences. It is optional to include policies about technology/cell phones.

Grading Evaluation Procedure:

- Include how the grade will be calculated; the basis for Grade/Grading Policy
- Lay out what values are assigned to various assignments and what constitutes (e.g., number of points, etc.) a final grade of A, B, C, D, or F

- Can include expectations/descriptions of work at each grade level
- Can include where/how students can access their grades

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Tentative Course Schedule:
Describe what content will be covered each week, what students should be reading, and assignments that are due. May include language to allow for cancellations and changes at instructor's discretion and how they will be communicated.

Any Other Materials Required in your School/College or Program
For example: Assessment Rubrics for Merrick School of Business—In the Merrick School of Business, assessment rubrics are a fundamental part of the assessment process.

Required: the syllabus must include the Student Success Resources syllabus addendum for UBalt and online courses, Shady Grove courses, or Law courses or a link to the appropriate addendum.

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