

# **Components of a Syllabus and Syllabus Review Process**

## **Graduate School of Education and Counseling**

### **Lewis & Clark College**

*Components of a Syllabus and Syllabus Review Process* provides a guide for faculty members of the Graduate School of Education and Counseling as they are developing and designing course syllabi. A course syllabus should include the following components:

- 1. Course Syllabus Cover Sheet.**
- 2. General Information.**
  - Course title
  - Course term and year
  - Course days, meeting times, and location
  - Textbooks, materials, and equipment required
  - Faculty name, phone number, e-mail address, and office location
- 3. Catalogue description.**
- 4. Course description.**
  - Describe the different aspects of the conceptual framework which are addressed in this course.
- 5. Course goals and objectives.**
  - Describe what the student is expected to demonstrate as a result of taking this course.
- 6. Course calendar.**
  - Include due dates, course topics, special guest speakers, special equipment needs, holidays, et cetera...
- 7. Course requirements.**
  - Include clear examples of what work will be graded (papers, portfolios, presentations, exams, et cetera...) and how grades will be determined. The requirements could include the expected format for work, due dates, criteria for evaluation, exams...
- 8. Evaluation and assessment.**
  - Explain your grading system.
- 9. Authorization Levels.**
  - Note which authorization levels are addressed in the course and where the levels are addressed. The levels are: Early Childhood (pre-Kindergarten – 4<sup>th</sup> grade), Elementary (3<sup>rd</sup> – 8<sup>th</sup> grades), Middle Level (5<sup>th</sup> – 9<sup>th</sup> grades), and High School (9<sup>th</sup> – 12<sup>th</sup> grades).
- 10. Bibliography.**

“Prior to teaching a course, all faculty will be required to submit their course syllabus to the designated program coordinator. The syllabi must include all components required by the Lewis & Clark College Graduate School as listed on *Components of a Course Syllabus...* and the *Course Syllabus Cover Sheet...* including those items specifically required in OAR 584-017-0090 #2-3.

At least 8 weeks prior to the course being offered (or as soon thereafter as a faculty is contracted for the course) a letter outlining this requirement will be sent from the Education or Counseling Psychology Department Chair to each faculty member assigned to teach in the department the following term. The faculty member will be required to submit their syllabus to the designated program coordinator two weeks prior to the first week of the start of the academic semester. The program coordinator will read all syllabi for courses taught in the program they supervise and determine that they include adequately written sections for each component in the syllabus template. Those that are deemed to need additional work will be returned to the faculty for revision, and a course will not be offered until the revisions have been made.” (from *Rejoinder to TSPC Site Visit Report 2005*, approved and accepted by TSPC November 2005)

**Revised 10/24/07**