


Chapter 3 — Creating a Syllabus

Florida State University requires all courses to have an accompanying syllabus that is distributed at the beginning of the semester. Here, we outline the many uses of a syllabus, which serves as a window into your course plan; provides suggestions for constructing an organized and complete syllabus; and gives checklists and examples for writing your syllabus, including University policy and rule statements.

- **Syllabus Considerations**
- **Uses for a Syllabus**
- **Syllabus Template**
- **Syllabus Checklist**
- **Examples for Writing Policy and Rule Statements**
- **Tips on Writing Your Syllabus**
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- **Resources for Course Design, Objectives, and Syllabus**

Syllabus Considerations

A syllabus is a basis for a common understanding between instructor and student. Some points to consider as you prepare your syllabus:

- A syllabus assures students that certain activities, a grading system with evaluation (grading) standards, etc., will occur during the semester.
- Syllabi should be written to cover the worst-case situation; requirements can be relaxed but not made more restrictive. Let the students know the expectations that are required for the class on the first day.
- If you make a change from the syllabus, even at student request, make it in writing, and obtain signed consent of the students, especially if it is to the disadvantage of the student.
- End each syllabus with a caveat to protect you, your department, and the University if changes in the syllabus must be made once your course is underway
 **Example** -- “The above schedule and procedures in this course are subject to change in the event of extenuating circumstances.”

Uses for a Syllabus

- **Aids the instructor in course design and development.**
 - o Provides the framework for the course.
 - o Helps determine course content.

