A course syllabus has two primary functions: (1) to serve as a contract between the instructor and the students; and (2) to inform the students of the course’s overall subject matter and specific topics that will be covered. With respect to (1), the syllabus should clearly state the requirements that students are expected to meet that will impact their final course grade. Regarding (2), the syllabus is the first tool by which the instructor begins a conversation with students concerning the various topics, issues, problems, or questions that the instructor will raise, or anticipates being raised by the students, throughout the semester.

The syllabus’s primary audience is the enrolled students in the course. The instructor may thus write their syllabus – particularly the course description and learning objectives – in an engaging fashion. The syllabus’ language, however, should also be clear and professional, particularly insofar as the syllabus may be made publicly available through an instructor’s or an institutional web-page. A course syllabus thereby represents not only an individual instructor, but also the IU School of Liberal Arts and IUPUI. Each syllabus should thus be carefully edited and proofread for typographical or grammatical mistakes.

The following template is intended to show all the required elements that ought to be included in a syllabus for an undergraduate course taught in the IU School of Liberal Arts at IUPUI. Where specific language is required or recommended by school or campus policy, it is included along with a hyperlink [hyperlinks will be updated on this template if they change in the future.] Instructors are not required or expected to utilize the exact format of this template, but they are welcome to do so if they wish.

Please check this template as you draft your syllabi for each semester in case there are any updates to the required or recommended elements, language, or hyperlinks.

**Recommended Language For All SLA Syllabi**:

Additional information about IUPUI student policies and services is available on **Canvas under the Campus Syllabus Supplement and SLA Syllabus Supplement tabs**. This information is **important**: these policies and services are intended to help students succeed at IUPUI and have the potential to affect a student’s grade in this course. **Students are expected to read, and will be held accountable for, the information posted under the Syllabus Supplements**.

Information is available on the following topics:

* Campus Syllabus Supplement
* IUPUI Policy on Disability Accommodations (AES Services)
* IUPUI Policy on Religious Holidays
* IUPUI Policy on Academic Integrity (Plagiarism)
* IUPUI Policy on Sexual Misconduct
* Education and Title VI
* Military Related Personnel Statement
* Two-Step Login (Duo) SLA Syllabus Supplement
* Withdrawal (including Administrative Withdrawal)
* Incompletes
* Honors credit
* Student Advocate Office
* Counseling and Psychological Services (CAPS)
* University Writing Center
* Speaker’s Lab
* Diversity

 [Course Number/Section and Title]

Instructor: [Name/Title] [Email Address] [Office Phone #]

Office Hours: [Time] [Location]

Class Meeting: [Time] [Location]

Course Description: [Instructors may utilize the official course description from the IUPUI Bulletin (http://bulletin.iupui.edu) or write their own description tailored to this particular section of the course.]

Learning Objectives: [Instructors should clearly outline the expected learning outcomes from the course. This section may be introduced by the phrase, “By the end of the semester students should be able to…]

Course Requirements: [List all required assignments (exams, quizzes, papers, presentations, etc.) which will factor into students’ final grade for the course. Percentage values for each assignment, as well as attendance if it impacts the final grade, should be noted.]

Texts: [List all required texts with complete bibliographic information; also list, under a separate heading, any further “recommended” texts.]

Course Policies: [Although instructors have the freedom to establish their own policies with respect to the following items, such policies should be explicitly stated on every syllabus.]

Grading: [The standard grading scale used by the IUPUI Registrar can be found at: <https://studentcentral.iupui.edu/grades-progress/view-grades.html>. Note that instructors have the option whether to use +/- grades, but the impact of the grading scale on students’ GPA should be kept in mind.]

P/F, W, I Grades: [Institutional policies regarding these grades should be noted. For P/F and W grades, any instructor-specific policies on these grades that differ from or modify the institutional policies should be noted. Examples would include something like not assigning W grades between the 9th and 12th weeks.]

Please consult the IUPUI Registrar: <https://studentcentral.iupui.edu/grades-progress/view-grades.html>

Attendance: [Instructors may establish their own attendance policy, but any conditions that impact a student’s final course grade should be clearly explicated.]

Make-up Exams: [Instructors may establish their own policies with respect to missed in-class exams.]

Late Assignments: [Instructors may establish their own policies with respect to late written assignments.]

Schedule of Assignments: [List here the due dates for reading and writing assignments, as well as noting any days when the class will not meet as regularly scheduled due to campus holidays. Please consult the IUPUI Academic Calendar: <https://studentcentral.iupui.edu/calendars/official-calendar.html>. The following sentence is recommended so that instructors have the freedom to change the schedule of assignments as the semester progresses: “**The above schedule and procedures are subject to change in the event of extenuating circumstances**.”]