FORMAT FOR NIAGARA UNIVERSITY COURSE SYLLABI
Approved by the Academic Senate February 12, 2007

Department, College and University format for all course syllabi shall include, but is not
necessarily limited to:

- Year and semester offered
- Instructor's information: email, office hours, etc.
- Name of department and college
- Course prefix, number, title, and Gen Ed designation, if any
- Course catalog description
- Method of teaching
- Objectives of course: should indicate skills, knowledge and competencies students should
  have acquired by the end of the semester. All syllabi must articulate clear links
  between course goals, department/program goals, college goals, or Gen Ed goals*.
- Assessment: indicate clearly how each of the stated course objectives will be
  assessed.
- Outline of course
- Requirements of course:
  - Required materials (e.g. textbooks, readings, lab book)
  - Major assignments – Provide clear explanations regarding the nature, length,
    grade percentage, and tentative due dates for each major assignment.
  - A clearly defined attendance policy
  - Grading policies and procedures
- University statements on Disability, Counseling Services, and Academic Integrity.
- Bibliography – If appropriate, include required readings (other than text books) and other
  supplementary materials that might be of use to the student. Indicate which of these
  sources are available at the university library. If sources are not available at the library,
  please notify the library directly.

* Linkages to Goals

1) Syllabi for all courses that are requirements or electives for a program must articulate
   clearly the links between the learning outcomes of the course and the overall student
   learning outcomes of the program.

2) Syllabi for courses that are foundation courses for the General Education distribution
   must articulate clearly the links between learning outcomes of the course and the General
   Education goals.

3) Syllabi for courses that are not requirements or electives for a program must articulate
   clearly the links between the learning outcomes of the course and the program mission
   statement or General Education distribution goals or college goals or the university
   mission.

http://mynu.niagara.edu/mynu2/documents/Format_Syllabi.doc