COURSE SYLLABI FORMAT

Students in all courses should receive a course syllabus at the beginning of the term which includes the following items organized in a format judged most appropriate by the instructor unless specified by an accrediting agency or academic unit.

The University of Tennessee at Martin
Department of [Name]
[Semester Offered, Year]

BASIC INFORMATION

Subject, Course Number, Section Number
Course Title
Credit and Contact Hours
Course Prerequisites and/or Co-requisites
Instructor’s Name
Instructor’s Office Address, E-mail Address, Office Hours, and Office Phone Number
Textbooks and Other Required Materials
   List pertinent information and identify location for any items on reserve

COURSE PURPOSE, GOALS, AND OBJECTIVES

Course Description
General Course Objectives
   Identify student outcomes
   Include relationship to General Education and/or Major Field Goals, if applicable
Outline of Course Content or Topics
   If detailed, could be on separate page(s)

COURSE REQUIREMENTS/EXPECTATIONS

Grading Procedures
   Identify number of quizzes, tests, papers; the weighting of each; and the amount of homework, etc.
Class Policies
   Provide explicit statements on such things as class attendance, makeup exams, academic honesty, use of electronic devices, etc.
Critical Events
   Identify critical events such as examinations, projects, and any other special activities for field trips, special speakers, etc.

DISABILITY STATEMENT

Any student eligible for and requesting reasonable accommodations due to a disability is required to provide a letter of accommodation from the Student Success Center within the first two weeks of the semester.

Revised 2/1/11