Template/What Is a Syllabus?
The syllabus is defined for the purposes of the Middle States Accreditation Self-Study as the document distributed by the instructor of a course to students in a course at the beginning of a semester, outlining the work of the course or section for the semester. It consists of the following items:

1. Title of course and number
2. Department and secretary’s telephone number and e-mail address
3. Semester offered
4. Faculty member’s name, office hours, telephone number and e-mail address
5. Required texts, suggested readings, and other materials for study
6. Course objectives (minimally, those that appear in the Course Outline)
7. Student learning outcomes (defined as "statements of actual performances expected of students as an outcome of the teaching/learning process; performances that assessable")
8. Topical outline of the course content
9. Teaching methods (e.g., lecture, discussions, presentations, etc.)
10. Course expectations:
    o Reading Assignments
    o Tentative timeline for submission of written assignments or other work
    o Attendance
    o Participation in out-of-class activities (e.g., in labs, workshops, performances, etc.)
    o Examinations (tentative dates, make-up policy, etc.)
    o Class participation
11. Grading and other methods for assessing student academic performance
12. Additional information such as availability of academic support services, tutoring, etc.