

Course Syllabus Design

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What is the purpose of a course syllabus?

Annotate in the space below.



What is a syllabus?

- “Syllabus shall mean the document provided by the course instructor which communicates the course instructor’s course design to students including organization, policies, expectations, and requirements.” – UBC Senate Policy V-130

<https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/Policy-20190207-V-130-Syllabus.pdf>



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What information does a syllabus need?

Annotate in the space below.



Content areas of a syllabus

- **course title** and **description** and any **prerequisites** or co-requisites;
- instructor **name** and **contact** info (optional: TAs)
- course **structure** (e.g. lecture, lab, hours per week, time, location)
- course **schedule** including a list of **topics**
- course-level **learning outcomes** or objectives
- description of **activities** to achieve outcomes (e.g. participation, essays)
- required learning **materials** (e.g. textbooks) with estimated costs
- methods of **assessment** including **weights**; **policies** on late or missed work
- **resources** to support student learning
- statement about UBC's values and policies (see next slide)



Statement about UBC's values and policies

UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available here (<https://senate.ubc.ca/policiesresources-support-student-success>)



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Due to the pandemic, what extra information will you be including on your syllabus?

Annotate in the space below.



LFS recommended COVID information

- details on how a student **not able to be present** for class(es) for a period can **keep up** with the work of the course
- statements on **preventing the spread of COVID** (mask wearing, vaccination)
- request that students **sit** in broadly the **same area** of the room at each class
- indicate that you do not wish to take questions at the podium at the end of the class to maintain **physical distance**



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Show us your syllabi!