

**BASIC COMPONENTS OF A COURSE SYLLABUS
SCHOOL OF LAW**

1. Course Information
 - A. Course Title
 - B. Course Number & Section
 - C. Credits
 - D. Pre- and Co-requisites, if any
 - E. Classroom (if face-to-face)
 - F. Class Meeting times (if face-to-face or synchronous online)
 - G. Other Meetings, if known

2. Professor Information
 - A. Name
 - B. Title
 - C. Office Number, Telephone Number, Email
 - D. Office hours (min. 3 per week expected for full-time faculty)
 - E. Teaching Assistant Name & Contact Information, if applicable

3. Texts, Technology, & Other Course Materials
 - A. Required Texts (title, author, edition, publisher)
 - B. Recommended Texts (same)
 - C. Supplemental Readings
 - D. If Online:
 - i. Technology Required
 - ii. Video Delivery Platform (e.g., Zoom, Blackboard)
 - iii. Learning Management System (TWEN, Blackboard)

4. Course Description & Learning Outcomes
 - A. Course Content
 - B. Course Learning Outcomes
 - C. Instruction Methods
 - D. Assessments/Methods

5. Course Calendar/Schedule/Dates of Assessments
 - A. Class Dates & Times (if face-to-face or synchronous online)
 - B. Weekly Schedule of Topics & Assignments
 - C. Quiz, Midterm, and Final Exam Dates & Times
 - D. Writing Assignment or Other Assignment Dates & Procedures
 - E. Weight of Assignments
 - F. Ethics Across the Curriculum coverage
 - G. Miscellaneous Other

6. Course-Specific Policies
 - A. Grading Policies & Procedures (may overlap with weight of assignments above)

- B. Course-specific Attendance Rules (stricter policy, late penalties, etc.)
 - C. Course-specific Rules Regarding Collaboration
 - D. Miscellaneous Other Course-specific Policies
 - E. Standard 310 Compliance
7. General School of Law Policies, Select University Policies, and Available Support Services
- [Note: Will be provided to all faculty by the Academic Dean prior to each term. The General Policies should be appended to the professor's syllabus.]**
- A. School of Law Attendance Policy
 - B. Accommodations Policy
 - C. Sexual Harassment/Title IX policy
 - D. Plagiarism Policy
 - E. Academic Success Department
 - F. University Instructional Copyright Policy
 - G. University Course Copyright Policy
 - H. University Accessibility of Course Content Policy
 - I. University Recording of Class Sessions Policy

PLEASE REMEMBER THAT COURSE LEARNING OUTCOMES, ETHICS COVERAGE, STANDARD 310 COMPLIANCE, AND APPENDICES ON POLICIES MUST BE INCLUDED IN YOUR COURSE SYLLABUS.