



## College of Liberal Arts & Sciences (LAS) University of Illinois at Urbana-Champaign

### Requirements for LAS Course Syllabi

The LAS Committee on Courses and Curricula requires that faculty submitting new courses for approval include course syllabi that include all of the following elements, and that are written with a student audience in mind:

- Course rubric, number, title, and number of credits (if differential credit, also indicate)
- The Instructor's name, office location, and contact information
- A brief description of the course, ideally one that expands on the catalog description
- Notation of any pre-requisites, as well as requirements course meets (Gen Ed, major/minor requirement, other)
- Notation of frequency and duration of class meetings (e.g., MWF 10:00-10:50 AM, TR 8:00-9:15 AM)  
See <http://provost.illinois.edu/policies/policies/courses/proposing-new-courses> as well as the LAS Course Proposal Form for more information on the relationship between Credit Hours and Contact Hours
- A list of required and, if applicable, recommended course texts with complete information such as author(s), publisher, date of publication, plus where to obtain texts (including any found online)
- A list of 3 or more Student Learning Outcomes (SLOs). For Gen Ed courses, consider keying to the specific Gen Ed requirement; for courses in the major, to major program goals. For more information about SLOs, see <https://provost.illinois.edu/assessment/learning-outcomes-assessment/what-is-learning-outcomes-assessment/#categories>.
- A Course Calendar that includes course topics, daily readings and assignments, and due dates
- Course grading policies and breakdown of final grade (e.g., Papers 40%, Exams 40%, Group Presentation 20%); a brief description of major assignments is also helpful to include.
- A course attendance policy, including instructor's policies on late work, makeup exams, etc.
  - See [http://admin.illinois.edu/policy/code/article1\\_part5\\_1-501.html](http://admin.illinois.edu/policy/code/article1_part5_1-501.html)
- A statement on Academic Integrity
  - Example: According to the Student Code, 'It is the responsibility of each student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.' Please know that it is my responsibility as an instructor to uphold the academic integrity policy of the University, which can be found here: [http://studentcode.illinois.edu/article1\\_part4\\_1-401.html](http://studentcode.illinois.edu/article1_part4_1-401.html)
- A statement for students who need disability accommodations (e.g., "To ensure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class are asked to see me as soon as possible.")

For **Graduate Courses** (400 and 500-level) please review the Graduate College Requirements and Recommendations for Syllabi, <http://www.grad.illinois.edu/courses-syllabi> for required elements.

For **Online Courses** please review the LAS Online guidelines & policies and inform students as necessary <http://www.lasonline.illinois.edu/faculty/policy/>

#### Additional Resources from the Center for Innovation in Teaching & Learning (CITL):

Purposes of a Syllabi, <https://citl.illinois.edu/teaching-resources/course-preparation/creating-a-syllabus>  
and Guidelines to the Organization and Contents of a Syllabus, <https://citl.illinois.edu/docs/default-source/default-document-library/organization-of-syllabus.pdf>