



# School of Information Sciences

The iSchool at Illinois

## Syllabus Template

This template provides a general outline for creating a syllabus for your class. It includes suggestions for information, along with short explanations, that should be included in your syllabus. Explanations and suggestions are italicized.

### **Other Syllabus Development Resources:**

Center for Innovation in Teaching & Learning, course and syllabus design:  
[http://cte.illinois.edu/resources/topics/course\\_plan.html](http://cte.illinois.edu/resources/topics/course_plan.html)

Graduate College, requirements and recommendations for syllabi:  
<http://www.grad.illinois.edu/courses-syllabi>

**SYLLABUS TEMPLATE**

Course Title

Course Number

Semester

Classroom and Class Time

**Name of instructor****Instructor's office address and office hours****Instructor's telephone number and email address***Indicate preferred contact method***Name of any instructional assistants****Assistants' office addresses and office hours****Assistants' telephone numbers and email addresses***Indicate preferred contact method***Course Description***This is usually the University catalog description***Course Overview***This section provides more detailed information about the class including what subjects will be covered and perhaps the class's philosophical underpinnings (broadly understood).***Pre- and Co-requisites***Note any pre- and/or co-requisites by course name and title or state "none."***Learning Objectives***Describe the learning outcomes that students will achieve if they complete the course.***Assignments and Methods of Assessment***This section should detail the grading policy (what constitutes an A, B, C, etc.) and also delineate the differences among variable credit assignments. Brief descriptions of assignments can be included here. Instructors who employ a points system should explain how these translate into letter grades. Information regarding what should be included with assignments (name, page numbers, cover sheets, etc.) can also be included in this section.**Include information about incomplete grades here. Students must request an incomplete grade from the instructor. The instructor and student will agree on a due date for completion of coursework and the student must file an Incomplete Form signed by the student, the instructor, and the student's academic advisor with the School's records representative. More information on incompletes available here:**[http://webdocs.lis.illinois.edu/registration/incomplete\\_grade\\_form.pdf](http://webdocs.lis.illinois.edu/registration/incomplete_grade_form.pdf)***Required Texts***Give complete information for required and/or recommended texts including ISBN and edition number if applicable. Also indicate if readings will be posted online and/or on reserve.*

### **Attendance/ Participation Policy**

*Describe requirements for attendance, participation, and etiquette. Note any requirements regarding excused absences. Consider linking to the student code, which states that “Regular class attendance is expected of all students at the University”*

*[http://studentcode.illinois.edu/article1\\_part5\\_1-501.html](http://studentcode.illinois.edu/article1_part5_1-501.html)*

*Examples of attendance policies (provided by Kate McDowell and Kathryn LaBarre) are provided below*

Attendance is expected at all classes except in cases of emergency. If you have an emergency, communicate with the instructor as early as possible to prevent negatively impacting your grade.

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Students missing more than one class—or who regularly arrive late or leave early—will not pass the class unless alternate arrangements are made.

### **Library Resources**

*Include a link to the LIS library and perhaps contact information for the LIS librarian.*

<http://www.library.illinois.edu/lis>

[lislib@library.illinois.edu](mailto:lislib@library.illinois.edu)

Phone: 217-300-8439

### **THE FOLLOWING SECTIONS MUST BE INCLUDED ON YOUR SYLLABUS?**

#### **Academic Integrity**

*Provide information regarding academic integrity. Examples of academic integrity statements (provided by Nicole Cooke and David Dubin) are given below. Each has slightly different emphasis and they can be modified for your needs.*

Please review and reflect on the academic integrity policy of the University of Illinois, [http://studentcode.illinois.edu/article1\\_part4\\_1-401.html](http://studentcode.illinois.edu/article1_part4_1-401.html), to which we subscribe. By turning in materials for review, you certify that all work presented is your own and has been done by you independently, or as a member of a designated group for group assignments.

If, in the course of your writing, you use the words or ideas of another writer, proper acknowledgement must be given (using \_\_\_\_\_ style). Not to do so is to commit plagiarism, a form of academic dishonesty. If you are not absolutely clear on what constitutes plagiarism and how to cite sources appropriately, now is the time to learn. Please ask me!

Please be aware that the consequences for plagiarism or other forms of academic dishonesty will be severe. Students who violate university standards of academic integrity are subject to disciplinary action, including a reduced grade, failure in the course, and suspension or dismissal from the University.

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Criteria for grading homework assignments include (but are not limited to) creativity and the amount of original work demonstrated in the assignment. However, students are permitted to use and adapt the work of others, provided that the following guidelines are followed:

- Use of other people's material must not infringe the copyright of the original author, nor violate the terms of any licensing agreement. Know and respect the principles of fair use with respect to copyrighted material.
- Students must scrupulously attribute the original source and author of whatever material has been adapted for the assignment. Summarize the changes or adaptations that have been made. Make plain how much of the assignment represents original work.

### **Statement of Inclusion**

**<http://www.inclusiveillinois.illinois.edu/mission.html>**

As the state's premier public university, the University of Illinois at Urbana-Champaign's core mission is to serve the interests of the diverse people of the state of Illinois and beyond. The institution thus values inclusion and a pluralistic learning and research environment, one which we respect the varied perspectives and lived experiences of a diverse community and global workforce. We support diversity of worldviews, histories, and cultural knowledge across a range of social groups including race, ethnicity, gender identity, sexual orientation, abilities, economic class, religion, and their intersections.

### **Accessibly Statement**

*Text from Graduate College website*

To obtain accessibility-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES you may visit 1207 S. Oak St., Champaign, call 333-4603 (V/TTY), or e-mail a message to [disability@uiuc.edu](mailto:disability@uiuc.edu).

*Per guidelines from the Chancellor's Committee on Access and Accommodations (<http://ccaa.dres.illinois.edu/guidelines.php>), this statement must be included:*

This syllabus may be obtained in alternative formats upon request. Please contact the instructor.

### **Organization and Course Calendar**

*This section should include chronological list of the topics that will be covered, readings, and assignments. Consider including a statement regarding possible changes, e.g., "Schedule and readings subject to change."*