

Syllabus & Grading Handout	Rosann Gage rgage2@kent.edu Preya Bhattacharya pbhatta1@kent.edu
What to include in your syllabus?	<ul style="list-style-type: none"> • Course Title • Course Prefix • Course Registration Number (CRN) • Days, Time, Room Number • Course Description • Student Learning Outcomes (Objectives) • Required Text(s), Supplemental reading • Course Policies • Due Dates • Evaluation Criteria • University Policies • Course Schedule
Instructor details to include:	<ul style="list-style-type: none"> • Instructor Name • E-Mail • Phone Number (office) • Office Location • Office Hours
Required University Policies to include:	Student Accessibility Services Academic Honesty
Suggested University Policy to include:	Plagiarism Policy
Other suggested syllabus instructor policies:	Attendance Policy Grading Policy Classroom Technology Use Policy Classroom Etiquette Expectations
Required Information:	Last Day to Add Last Day to Withdraw Final Exam Schedule (online, varies each campus) University Grading Scale
Notes:	