Sample Syllabus Format
WPDC Courses
Riley College of Education
Winthrop University

* course must indicate this is for non-degree, graduate credit

* WPDC xxx- (Course title)
* Credits:
* Semester: (semester is determined by the beginning date of the course)
* Times and days:
* Instructor:
* Office:
* Telephone:
* E-Mail:
* Office hours:
Appointments: (What is the instructor's policy on appointments?)

Course description: A brief description of the course.

Relationship to the conceptual framework: How does this course address the three organizing concepts of Leadership, Scholarship, and Stewardship of the College of Education conceptual framework? A specific statement and reference to the framework will be needed here.

Relationship to the ISTE National Educational Technology Standards (NETS-T). South Carolina Department of Education Office of Educator Preparation standards require professional development courses to use the National Educational Technology Standards (NETS-T) developed by the International Society for Technology in Education (ISTE). When appropriate, the syllabus should include a reference to relevant sections of the NETS-T standards. The standards are located at http://www.winthrop.edu/uploadedFiles/coe/NETSTISTEStandards.pdf.

* Goals: The major goals in the course should be listed.

* Assessment of Learning Outcomes (Objectives): Complete the table below.
The Learning Outcomes (objectives) in the first column are measureable activities (e.g., objectives) linked to the course goals. Student Performance Assessment refers to the assessment of the outcome (e.g., test, research paper, lesson plans, portfolio, etc).

*Learning Outcomes (Objectives)	*Student Performance Assessments
Use reading assessment data to plan whole group and small group lessons	Sample lesson plans and reflections

Teaching methods: (The instructor may wish to describe teaching methods used in the course; e.g. lecture, cooperative learning, small group discussions, etc.)

* Texts: Required texts and recommended texts if any.

* Reading List: (What readings are recommended to enhance the course?)

Assignments: What assignments will be required?

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Examinations: If appropriate, provide information on course tests and examinations. What examinations will be given and when?

* Grading criteria: Exactly how will grades be assigned?

* Course schedule of topics and reading assignments: How will the course be organized in terms of topics and readings? Provide meeting dates, assignments, assessments and topics.

* Class attendance and participation: What are the policies on class attendance and participation and how should students report attendance problems? <u>Suggested language</u>: Students are expected to attend all scheduled classes. Any student having three or more unexcused absences during the course duration will receive an automatic Unsatisfactory in the course.

Tardy/Leaving Early (optional): <u>Suggested language</u> - Class participants are expected to be on time and remain the entire class periods. Being on time includes the beginning of class as well as following breaks. Unexcused early departures will be recorded as absences.

* Student Code of Conduct: As noted in the Winthrop University Student Conduct Code: "Responsibility for good conduct rests with students as adult individuals." The policy on student academic misconduct is outlined in the Student Conduct Code Academic Misconduct policy in the Student Handbook online http://www2.winthrop.edu/studentaffairs/handbook.

Cell Phone and PDA Usage: <u>Suggested language</u>: As a sign of respect for all members of our learning community, please be sure that **ALL** cell phones, pagers, two-ways, PDAs, blackberries, ipods and all other electronic and Bluetooth wireless communication devices are **OFF** <u>and</u> out of sight during the entire duration of class.

* Students with disabilities: <u>Suggested language</u>: Winthrop University and __**INSERT DISTRICT NAME**___ is dedicated to providing access to education. If you have a disability and require specific accommodations to complete this course, contact the Winthrop University Services for Students with Disabilities at 803-323-3290. Once you have your official notice of accommodations from Services for Students with Disabilities, please inform me as early as possible in the semester.

* **Syllabus Change Policy:** <u>Suggested language</u>: This syllabus reflects expectations for the course; however, the instructor may find it necessary to make changes in the syllabus after the course begins. In such cases, students will be notified accordingly

* Indicates mandatory SACS requirement. This must be included in the syllabus.

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