



UNIVERSITY OF CENTRAL FLORIDA

**TEXTS *and*
TECHNOLOGY *Ph.D.***
COLLEGE OF ARTS & HUMANITIES

Spring 2017 Workshop Series
Supplementary Resources: Syllabus Design
April 6, 2017

UCF Resources

Any instructor of record is welcome to contact the Center for Teaching & Learning:
fctl@ucf.edu Classroom Building 1, Room 207

Syllabus Information Website

<http://www.fctl.ucf.edu/teachingandlearningresources/coursedesign/syllabus/>

Provost's Requirements: all the required information for a UCF syllabus and suggested additional information

<http://policies.ucf.edu/documents/4-403CourseSyllabi.pdf>

List of Statements, including plagiarism, student grades, and every other official statement:

<http://www.fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/statements.php#howtostudy>

Syllabus Design Checklist including university requirements:

<http://www.fctl.ucf.edu/teachingandlearningresources/coursedesign/syllabus/content/syllabuschecklist.pdf>

Sample Abridged Syllabus

<http://www.fctl.ucf.edu/teachingandlearningresources/coursedesign/syllabus/content/Course-Preview-Template.docx>

Course Design Links including syllabus, assessments, and pedagogical approaches for assignments and grading:

<http://www.fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/>

Course Plan to help establish assignments before writing the full syllabus:

<http://www.fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/courseplan.php>

UCF Policies: The Academic Affairs section includes policies for make-up assignments, final exams, and grading

<http://policies.ucf.edu/>

Book recommended by the Faculty Center for Teaching & Learning:

O'Brien, J. G., Millis, B. J., & Cohen, M. W. (2008). *The course syllabus: A learning-centered approach*. The Jossey-Bass higher and adult education series. San Francisco: Jossey-Bass.

Copies are in the UCF Main Library.

Other University Teaching Center Resources

Course Workload Calculator – Rice University’s Center for Teaching Excellence

<http://cte.rice.edu/workload>

To make sure you are evenly spacing the workload throughout your course and assigning the right amount of work, use this course workload calculator.

Brown University Syllabus Design Tips

<https://www.brown.edu/about/administration/sheridan-center/teaching-learning/course-design/creating-syllabus/tips>

What should you consider as you draft your syllabus or review it?

Cornell University Writing a Syllabus

<https://www.cte.cornell.edu/teaching-ideas/designing-your-course/writing-a-syllabus.html>

What is a comprehensive syllabus? How can you create an effective syllabus?
How can you motivate students to refer to the syllabus?

University of Washington - Course and syllabus design

<http://www.washington.edu/teaching/teaching-resources/preparing-to-teach/designing-your-course-and-syllabus/>

Information that will guide you from the initial design phases of your course to polishing and distributing your syllabus.

Vanderbilt University - Syllabus Construction

<https://cft.vanderbilt.edu/guides-sub-pages/syllabus-design/>

What does a syllabus contain? How does tone affect learners?

Yale University - Syllabus Design <http://ctl.yale.edu/SyllabusDesign>

An overview and some recommended strategies

CUNY – Hunter College - Principles and practices in syllabus design

<http://acert.hunter.cuny.edu/blog/syllabus-design/2015/07/30/>

Some principles and practices that might be of use, or even inspiration.

Notre Dame - Syllabus Design and Lesson Planning

<http://sites.nd.edu/kaneb/2015/08/17/syllabus-design-and-lesson-planning/>

Translate your plans into a syllabus and a semester of learning activities.

Academic Blogosphere Resources

Syllabus Design for Dummies

<https://chroniclevitae.com/news/754-syllabus-design-for-dummies>

An introduction for total beginners

Syllabi Database – Chronicle Vitae https://chroniclevitae.com/document_library/syllabi

Chronicle Vitae’s searchable database of syllabi from all subjects (nearly 500 already).

Graphic Display of Student Learning Objectives

<http://www.chronicle.com/blogs/profhacker/graphic-display-of-student-learning-objectives/27863>

Use visuals to make connections between assignments and learning objectives clearer.

“11 Fast Syllabus Hacks” – The Chronicle of Higher Education

<http://www.chronicle.com/blogs/profhacker/11-fast-syllabus-hacks/22657>

Quick-fixes to make your syllabus more effective.

“Creative Approaches to the Syllabus” – The Chronicle of Higher Education

<http://www.chronicle.com/blogs/profhacker/creative-approaches-to-the-syllabus/35621>

From Prezi to comic relief, ways to add a little bit of creativity. Includes samples.

“The 3 Essential Functions of your Syllabus” – The Chronicle for Higher Education

<http://www.chronicle.com/article/The-3-Essential-Functions-of/190243?cid=rclink>

Three-part series exploring different styles of syllabi such as the “learning syllabus” and “promising syllabus.”

“Is Anybody Reading the Syllabus?...” – The Chronicle of Higher Education

<http://www.chronicle.com/article/Is-Anybody-Reading-the/237641>

Instead of a syllabus quiz, hide instructions for an “assignment” in the syllabus to make sure students read it.

“The Syllabus as a Contract” – The Chronicle for Higher Education

<http://www.chronicle.com/article/The-Syllabus-as-a-Contract/237251>

How to deal with potential “loopholes” in your syllabus and the students who find them.

“The Netiquette Solution to Teaching the Syllabus” – Inside Higher Ed

<https://www.insidehighered.com/advice/2017/01/31/getting-students-actually-read-class-syllabus-teaching-them-netiquette-essay>

Including a “netiquette” portion in your syllabus or web course explaining the proper way to communicate via email, and include a netiquette syllabus quiz.

“Shifting the Days of Your Syllabus” – The Chronicle for Higher Education

<http://www.chronicle.com/blogs/profhacker/shifting-the-days-of-your-syllabus/22900>

How to alter your syllabus if you teach the same course for different amounts of days, for example, moving from three days a week to two.

Worksheet

What were your 3-5 objectives that you brainstormed in advance?

What will you do to lead students toward the goals?

How will you know if objectives are met?

Day to day planning: What are some readings that facilitate the goals? What are some daily activities?