



## Syllabus Best Practices for Faculty

A syllabus is a key tool for communicating course goals, content, expectations, and responsibilities. Since students often view it as a contract, be clear and specific, and avoid major changes after the first day.

Below is a list of recommended best practices to include in your syllabus. Items marked with an asterisk (\*) are required by USC policy and must be included. For more guidance on crafting an effective syllabus, download and explore the [Syllabus and Semester Schedule Templates](#) and visit the [Steps to a Good Syllabus](#). The templates provide clear explanations for each section, along with extensive sample language to help you create or revise your syllabus.

<b>General Course Information</b>
1. * Course designator, course number, course title, Carolina Core designation (if applicable), and number of credit hours
2. * Semester and year of offering
3. * Class meeting days, times, and location
<b>Instructor/TA Contact Information</b>
4. * Instructor name and preferred title
5. * Affiliated department/program/organization
6. * Degree(s) held (if any)
7. * Relevant contact information (e.g., e-mail, phone, preferred contact information)
8. * Office location
9. * Office hours (Come by during these times for help with the course)
10. TA contact information (if applicable)
<b>Course Description</b>
11. * Undergraduate or Graduate Academic Bulletin course description
12. Full course description
13. * Prerequisite(s)
14. * Course learning outcomes (measurable and stated as observable learner behaviors using action verbs)
15. * Statement verifying learning outcomes are equivalent to those of a face-to-face (F2F) version of the course (distributed learning course)
16. * Instructional methods - overview of how the course will be conducted (distributed learning course)
17. * Communication and feedback – method and turnaround time on discussion board postings, email, assignments, etc. (distributed learning course)
<b>Instructional and Technology Information</b>
18. * Required textbooks or materials (include ISBN and edition for all books and differentiate between required and optional textbooks)

19. * Citation for each required reading/material
20. * Notation that all readings/materials comply with copyright/fair use policies (distributed learning course)
21. * Technology requirements – specific technologies/software/programs to be used in the course (distributed learning course)
22. * Minimal student technical requirements/skills (distributed learning course)
23. * Technical support
<b>Course Assignments and Assessments</b>
24. * Assignments, projects, quizzes, and/or exams with brief descriptions of expectations and formatting <i>Note: 500-600 level courses must include one or more assignments for graduate credit that are clearly differentiated from undergraduate assignments. Clearly distinguish requirements for undergraduate and graduate credit.</i>
25. * Securing online tests/quizzes statement (distributed learning course)
26. * Grading policy with points/weights assigned to each activity <i>Note: 500-600 level courses must include separate grading schemes for undergraduate and graduate credit.</i>
27. * Rubric information or statement (if applicable) (distributed learning course)
<b>Course Policies and Procedures</b>
28. * Attendance policy (absences and tardiness for traditional course)
29. Late work/make-up policy
30. * Academic integrity statement
31. * Generative artificial intelligence (GenAI) policy
32. Expectations for classroom behavior
33. * Netiquette statement (distributed learning courses)
34. Incomplete grades
35. Supportive learning environment
36. Expectations of the instructor
37. Interpersonal violence statement
<b>Student Support Resources</b>
38. Academic success statement
39. * Disability services
40. * Mental health and well-being
41. Student Success Center
42. Writing Center
43. Library resources
<b>Course Schedule</b>
44. Course schedule with topics, timeline, reading assignments, assignment due dates, test and exam dates, etc. <i>Notes: Consult the final exam date/time set by the Registrar's Office for your class day/time and do not assign tests or major assessments with due dates during the last week of class.</i>

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