

## SAMPLE SYLLABUS TIPS

This document is intended to provide advice and guidance. This document is not comprehensive. As the instructor of record, you are responsible for any syllabus that you use.

### SYLLABUS

- 1) The minimum elements of a syllabus are listed in Title 19 of the Texas Administrative Code.
  - a brief description of each major course requirement, including each major assignment and examination;
  - the measurable learning outcomes for the course;
  - a general description of the subject matter of each lecture or discussion; and
  - lists of any required or recommended readings.
  
- 2) The University of North Texas has additional requirements for course syllabi. Consult the relevant documents in the UNT Policy Manual (Chapter 6). These additional requirements are especially important for the version of the syllabus that you use when you actually teach a course.
  - 06.049 Course Syllabi Requirements
  - 06.049 Course Syllabi Requirements – Supplement
  
- 3) The sample syllabus prepared for Curriculog is a document that allows colleagues, administrators, and committee members to evaluate the general nature/quality of the **course**. You are not submitting the syllabus for approval. The syllabus can be modified after the proposal has been approved. However, the syllabus must always include the elements required by the Texas Administrative Code and anything required by UNT and/or our department.
  - In the sample syllabus (and in Curriculog), the course description should be **one sentence**. This is the course description that will appear in the UNT Undergraduate Catalog. You can include an expanded course description in the syllabus when you teach the course.
    - You can consult the document *Guidelines for Course Descriptions* that is posted on our department's website on the Faculty Resources webpage.
    - You can look at course descriptions that have been recently added to the UNT Undergraduate Catalog.

### Additional resources

- You can use the UNT Syllabus Template that is posted on the Teaching Resources webpage of UNT's DSI CLEAR website.
- You can consult the document *Preparing a Syllabus for an Experimental or New Course* that is posted on the Faculty Resources webpage of our department's website. Please note that this document was created in 2007. It is not a template. However, it might give you some ideas.