



Division of Education
*Teacher as Reflective Decision Maker: Contributing, Compassionate,
Competent Educator*

Master Syllabus for EDU XXX Title of Course

The master syllabus is the definitive document that ensures uniformity of courses across sections. Master syllabi serve as the basis for devising individual faculty/instructor's syllabi.

All master syllabi should contain, at a minimum, the following items. Those items in *red indicate the areas of commonality and must be included in all subsequent syllabi.

***Heading: (Feel free to use the box above and add course title and number)**

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While not needed on the **master** syllabus, each individual instructor's syllabus must include contact information, course meeting times, office hours, etc.

1. *Course Description:

Language similar to B-W Catalog Information

2. *Learning Outcomes under the sub headings of: Knowledge, Performances, and Dispositions.

Outcomes should be listed and each must be coded* to align with the appropriate SPA or Division standards. *Additional outcomes* may be added by individual instructors.

4. Assignments:

While there is a high degree of academic freedom respected in course assignments. On or more specific performance assessments, or 'common assignments', may be mandated in accordance to the Division's Assessment Plan.

***Common Assignment:** Includes statement of assignment, alignment to standards, and rubric or criteria for assessing.

5. Expectations

- a. Statement of Accommodations for Students with Disabilities.
- B. Dispositions (including attendance guidelines, plagiarism statement, and other items related to the Division's adopted list of dispositions).

6. Class Schedule

7. Grading Scale and other Evaluation Information

8. Textbook Information

9. Bibliography (as appropriate)