Fall 2016 Teaching Effectiveness Institute
Fundamental Principles of Effective Instruction

Planning an Effective Course Syllabus
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The course syllabus is a well-planned and highly organized document designed to ensure students understand what is expected of them throughout the semester. An effective syllabus lets students know what you plan to cover in your course over the semester and other information that will assist your students in meeting your expectations and completing assignments.

Key Takeaways

- Prepare a syllabus that meets the requirements of the Academic Policies and Procedures Manual (APPM) available at niu.edu/provost/policies/index.asp
- The APPM requires that every syllabus includes an accessibility statement (sample available at go.niu.edu/accessibilitystatement).
- The APPM recommends that every syllabus include course information, instructor/TA contact information, course description, intended learning outcomes, student assessment and grading scale, course resources, course policies, proposed course schedule, and any other College or Unit required elements. More information is available at go.niu.edu/appm-syllabus.

Next Steps

- Begin preparing or revise your syllabus using the APPM syllabus recommendations.
- Faculty Development and Instructional Design Center offers a workshop each semester on “Developing a Course Syllabus”. Look for upcoming offerings at facdev.niu.edu/fsprograms.

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Resources

- PowerPoint presentation: facdev.niu.edu/tei16syllabus
- Creating a Course Syllabus in the Instructional Guide for University Faculty: facdev.niu.edu/guidesyllabus
- Syllabus: Extreme Makeover: facdev.niu.edu/syllabusmakeover
- The Syllabus Becomes a Repository of Legalese: facdev.niu.edu/syllabuslegalese
- What Does Your Syllabus Say About You and Your Course?: facdev.niu.edu/syllabussay