

Getting Started in the Classroom

A workshop from the University of Pittsburgh's
University Center for Teaching & Learning



Features of a Syllabus

Basic course information

- Title
- Instructor information (name, email, phone number, office hours)
- Location
- Meeting times and dates

Course rationale and description

Course objectives

Course materials

Course requirements

Course schedule

University policies

- Academic integrity policy is mandatory (<http://www.provost.pitt.edu/info/all.html>)
- Student disability services statement is mandatory (<http://www.drs.pitt.edu>)

Grading scale

Additional Optional Sections to Include

Required materials

Exams

Participation and attendance

Assignments

Policy on late assignments and make-up work

Behavior and code of conduct

Attendance and tardiness

Late work

Policy on contacting the professor

Rubrics

Electronic devices in the classroom

Contact slots for fellow classmates

...and more!