<table>
<thead>
<tr>
<th>Syllabus &amp; Grading Handout</th>
<th>Rosann Gage <a href="mailto:rgage2@kent.edu">rgage2@kent.edu</a></th>
<th>Preya Bhattacharya <a href="mailto:pbhatta1@kent.edu">pbhatta1@kent.edu</a></th>
</tr>
</thead>
</table>

What to include in your syllabus?

- Course Title
- Course Prefix
- Course Registration Number (CRN)
- Days, Time, Room Number
- Course Description
- Student Learning Outcomes (Objectives)
- Required Text(s), Supplemental reading
- Course Policies
- Due Dates
- Evaluation Criteria
- University Policies
- Course Schedule

Instructor details to include:

- Instructor Name
- E-Mail
- Phone Number (office)
- Office Location
- Office Hours

Required University Policies to include:

- Student Accessibility Services
- Academic Honesty

Suggested University Policy to include:

- Plagiarism Policy

Other suggested syllabus instructor policies:

- Attendance Policy
- Grading Policy
- Classroom Technology Use Policy
- Classroom Etiquette Expectations

Required Information:

- Last Day to Add
- Last Day to Withdraw
- Final Exam Schedule (online, varies each campus)
- University Grading Scale

Notes: