



Developing an Effective Syllabus

Note-Taking Guide

Prepared by Dr. Gina Morris

Developing an Effective Syllabus, Part I – The Syllabus as a Communication Tool

The style of a syllabus tends to fall along a continuum of...



Processing Break One: What does your course syllabus communicate to learners?

- Does the syllabus create a positive first impression of you and the course?
- What do you appear to value?
- What do you believe about teaching and learning?
- What are the important course policies?
- What is emphasized?
- What is minimized?

Consider course policies

Incorporate inclusivity and wellness statements

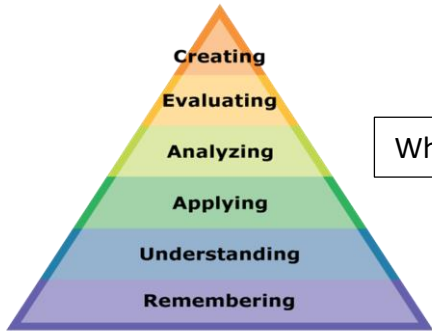
Include a personal teaching statement

Reframe language in student-friendly terms

What is one small change you could make that would improve the tone of your syllabus?



Developing an Effective Syllabus, Part II – The Syllabus as a Tool for Learning



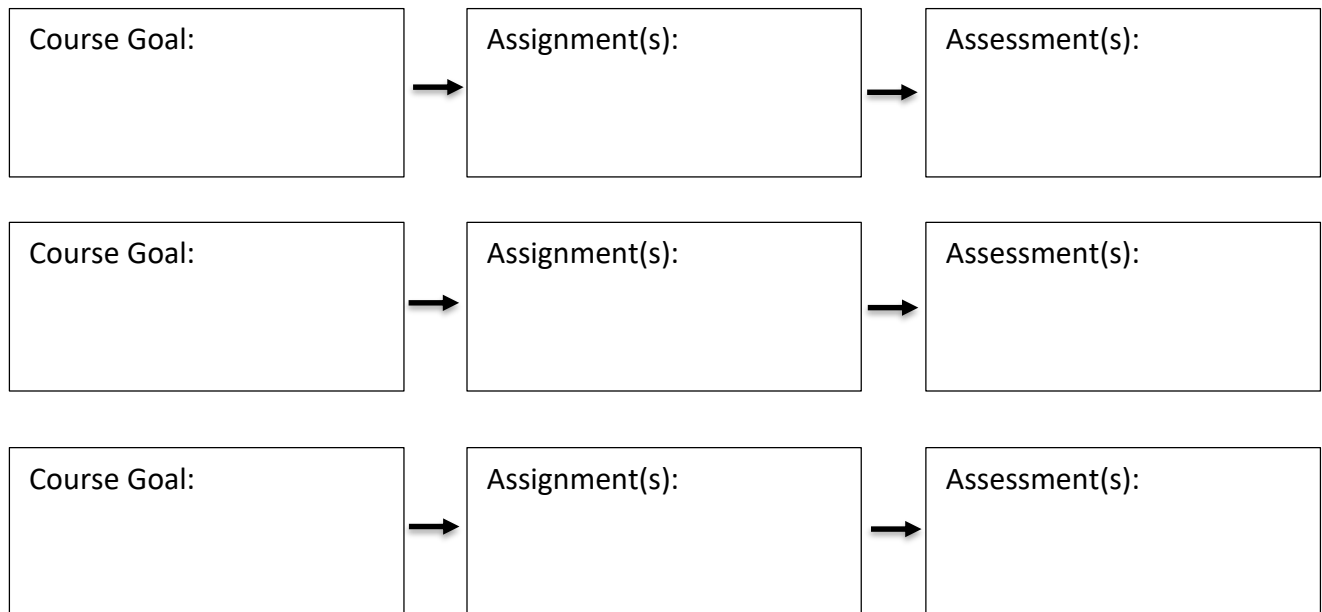
What levels of Bloom's Taxonomy do you expect of your students?

Processing Break Two: How can your syllabus be used as a tool for learning?

- What are the overall goals for this course?
- How do students practice--both in and out of class?
- How do students demonstrate mastery?
- What are the "milestones" throughout the semester?

Consider course goals
Align goals, practice, and assessment tasks
Provide adequate practice
Include a clear course calendar
Share milestones with students

How do assignments and assessments align with your course goals?





Developing an Effective Syllabus, Part III – The Syllabus as a Marketing Tool



Processing Break Three: How can your syllabus be used to inspire and motivate?

- Why is this course relevant?
- What will be gained by taking this course?
- What is exciting about this content?
- What would make this work a priority?

Operate from a marketing perspective
Use an encouraging and engaging tone
Explain the relevance
Share your enthusiasm for the subject
Include a section of “How to be successful”

How might you revise the syllabus to convey your passion or show relevance for the subject?

If you would like to discuss these ideas further, you may reach me at:
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