

SPHEIR Pedagogical Training 1.0***Syllabus & Lesson Plans***

Presented by

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Syllabus

A syllabus is a document that communicates information about your module and defines the expectations and responsibilities of the students and the instructor. Some refer to the module syllabus as a contract between you and your students. Another way to consider a syllabus is to ask yourself “What am I saying to my students with the syllabus?” Consider making a promise to your students, such as “As a result of this course, students will be able to ____.” That sounds very much like the learning objectives for the course. This is as opposed to emphasizing what the students cannot do or how they might be punished if they do not do something (losing points, failing course assignments). There are many examples of syllabi online. A useful website about the syllabus is from the Stanford Teaching Commons:

<https://teachingcommons.stanford.edu/resources/course-preparation-resources/creating-syllabus>

A syllabus should include:

- Module name and number
- Semester, year (as appropriate)
- Module units or credit hours
- Instructor name and contact information
- Office hours (how and when would you be accessible to your students?)
- Module prerequisites (are there other modules that the students need to have completed before taking yours?)
- Module overview and description (a paragraph that describes your course, the content and how the course will be taught)
- Module learning objectives (Using Bloom’s Taxonomy)
- Required readings and resources
- Optional or recommended readings and other learning resources
- Assignments and grading
- Letter grade (how will a grade be determined by point value or percentage)
- Major assignments (briefly describe these assignments)
- Extra credit policy (do you give extra credit, how can students get extra credit?)
- Participation policy (what constitutes class participation and how will that be assessed?)
- Attendance policy and in-class expectations (turning up late for class, turning in assignments late, respect for other students, use of technology in class time, etc)

- Other policies (student conduct, plagiarism, academic dishonesty, exam policies, etc; these need to align with university policies if available)
- Module schedule (day-to-day schedule including exam dates, assignment due dates, other class events)
- You are welcome to add other items, as well. For example, perhaps you want to provide a brief paragraph on your teaching philosophy.

How do you make sure students have read the syllabus? Some ideas:

- Point out important parts of the syllabus in the initial class session
- Let the students know where they can find a backup copy (online)
- Keep mentioning the syllabus in class
- Give them a low-stakes quiz based on the syllabus
- Ask several students to briefly relate and discuss individual parts of the syllabus in the next class – make it into an activity
- Make the syllabus matter throughout the semester, not just on day one

Activity:

Start filling in the **syllabus template** at the end of this handout.

Lesson plans

When we just deliver a lecture, we can have an outline or lecture notes to use as a guide for what we do in class. However, when we are integrating student activities into the class time, it is important to have a detailed plan of what we will do in class, when it should happen, and what we need to do to be sure it is a successful activity. The lesson plan is a detailed step-by-step guide for what the teacher will do and what the students will accomplish during a class session. The instructor should develop a lesson plan for each class meeting. There are many examples of lesson plans online.

What should be included in the lesson plan?

Module name and number, Instructor name, Lesson day/date, Lesson title, Lesson duration, Lesson learning objectives and related tasks (remember Bloom's Taxonomy), Materials and equipment, References, Take-home tasks

This can include a table indicating the time, activity and resources needed for the activity.

Time	Activity	Resources

Activity:

Start filling in the **lesson plan template** at the end of this handout.

Syllabus Template

Module Number and Name:

Semester, Year:

Module Units/Credit Hours:

Instructor Name and Contact Information:

Office hours:

Course Prerequisites:

Course Overview and Description:

Course Learning Goals:

Learning Goal 1:

Learning Goal 2:

Learning Goal 3:

Required Readings and Resources: texts, other readings, videos, etc

Optional/Recommended Readings and Other Learning Resources:

Assignments and Grading: quizzes, exams, papers, etc

The course grade will be based on the following elements:

Assignment	Point Value
Total possible points	

Letter Grade: (how a grade is determined by point value or percentage)

Major Assignments: (description of the assignments)

Extra Credit Policy:

Participation Policy: (what constitutes class participation and how that be assessed)

Attendance Policy and In-class Expectations: (turning in assignments late, respect for other students, use of technology during class time, etc)

General Policies: (such as student conduct, plagiarism, academic dishonesty, exam policies, etc)

Schedule: (including exam dates, assignment due dates, other class events)

Week	Day/date	Session topic	Readings	Assignments/ Activities	Due
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
		Final Exam			

Notes to yourself about this syllabus template:

Lesson Plan Template

Module Name and Number:

Instructor:

Lesson Day/Date:

Lesson title:

Lesson Duration:

Lesson Learning Outcomes/Goals/Objectives and Associated Tasks:

1.

2.

3.

Materials and Equipment:

References:

Take Home Tasks:

Tasks and Activities:

Time	Activity	Resources

Notes to self about this lesson: