



PREPARING THE SYLLABUS TEMPLATE

- Insert Department, Course Name, Course Number, Section, Units, Instructional Method, Building & Rm number or Zoom link for first day if remote/online, Start and End Times, Days, and Term, and Instructor and Department information
- Insert the Course Description from inside.artcenter.edu
- Course Learning Outcomes (CLOs) for existing courses should be inserted into the Course Learning Outcome box, *faculty should work with the department chair, director, faculty assessment liaison, etc. to update or create CLOs for new courses*
- Insert the Program Learning Outcomes set by the department (for the Graduate and MDes templates only)
- Title syllabus and send to faculty member to complete. Title file with department code, course code, instructor's last name, and term of instruction. For example: GRFX_100_01_Kim_22FA

COMPLETING THE SYLLABUS TEMPLATE /

- Faculty member reviews and if needed inserts Zoom link into Course Location, updates Instructor information
- Insert the Course Learning Outcomes (CLOs) in the Course Learning Outcome Box if they are not already there
- Write a course introduction (including any expectations for the first day) and Section Description (undergraduate)
- Major projects, assignments, central topics or themes are listed in the Anticipated Schedule box
- Add explanation of grading including Grade Percentages (sum to 100%) in the section on Grading
- Alignment Chart is completed with Major Assignments or Projects aligned to the CLOs (undergraduate only)
- Cost Information and Instruction/Homework sections to be completed
- The Weekly Plan Template is completed with regularly scheduled assignments and due dates
- Document is prepared for distribution to students, uploaded to Canvas course site and site made visible by Friday of Break Week 3, and provided to students as a hard copy or digital copy during the first class meeting
- Completed syllabus is submitted to the Department via email by or before Week 1

RECEIVING & STORING / Department

- Completed syllabus is received and checked for completion by the Department by Week 4
- Syllabi for the term have been collected, reviewed and uploaded to digital management system (DMS) managed by the Center for Educational Effectiveness

QUESTIONS?

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• Peer Coaching Appointments



*Note that the template for the MDes program has additional/different sections

