

## Centre for Teaching and Learning

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The Centre for Teaching and Learning has as its mission to support and promote teaching and learning excellence, innovation, and scholarship at the University of British Columbia Okanagan.

The Centre for Teaching and Learning serves all faculties and schools at the University of British Columbia Okanagan. The Centre also provides support for graduate students/teaching assistants, post-doctoral fellows/scholars, and sessional/adjunct faculty.



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## Syllabus Creation

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THE UNIVERSITY OF BRITISH COLUMBIA  
Centre for Teaching and Learning



## Syllabus Creation

Your syllabus represents one of the first impressions that your students receive in your course. As such, it should provide a welcome invitation to learning, and be a clear guide to information about the course.

The wording used will make the difference between outlining opportunities to succeed and a contract of “do nots” and “musts.”

Typically upon receiving the syllabus, students will browse to find the assessment plan so let them browse for a few minutes before guiding them through other important parts.

## Syllabus Template

UBC Okanagan Senate has approved a syllabus template that all new courses are required to use. The components are as follows:

1. Course Code and Number, Credits, and Full Course Title
2. Contact information
3. Academic Calendar Entry
4. Course Format
5. Course Overview, Content, Objectives
6. Learning Outcomes
7. Evaluation Criteria and Grading
8. Required Readings and Videos
9. Recommended Readings
10. Course Schedule
11. Final Examinations
12. Academic Integrity
13. UBC Okanagan Disability Resource Centre
14. UBC Okanagan Ombuds Office
15. UBC Okanagan Equity and Inclusion Office
16. Health and Wellness
17. Safewalk

It is a good idea to check with your department for any specific policies that should be added to your syllabus.

Take time in the first class to go through parts of the syllabus with your students such as:

- Course overview
- Learning outcomes
- Your contact information
- Evaluation criteria and grading
- Important dates for assessments
- Campus resources for students

Some faculty give the students a quiz about the syllabus to ensure they have read all the pertinent information.

We recommend you make your syllabus available online (using the Syllabus Module in Canvas, for example), so that the students can check for deadlines and policies throughout the term.

To learn more about Syllabus Creation contact CTL ([ctl.helpdesk@ubc.ca](mailto:ctl.helpdesk@ubc.ca)).

