The following categories are typically included on a syllabus (keeping in mind that some categories are more or less appropriate, depending on the course).

Hofstra University
College/School/Department

Course Prefix & Number: Course Title

| Professor |

Contact information
Office hours

- Course Description
- Goals/Objectives that this course fulfills within the department
- Learning Outcomes
- Course requirements
- Typical assignments (please attach at least one sample assignment)
- Required Text(s)/Readings
- Grading Criteria- NOTE: Hofstra’s grading scale does not include an A+ or a D-.
  Students must be able to clearly understand how their final grade is calculated.
- Course Schedule
- Attendance Policy – If there are specific attendance policies for the class, be as explicit as possible, including indicating if there are any penalties for unexcused absences and/or lateness and specifically how that factors into the final grade.
- Bibliography – Not a research bibliography but a list of resources that a student can access to better understand the topics being discussed.
- Provost’s Office Policy statement or link: “For specific policy wording relating to the following important matters: Academic Dishonesty; Student Access Services; Deadlines and Grading Policies; Absences for Religious Observance; Discrimination, Harassment, Sexual Misconduct; the Center for Academic Excellence, see Hofstra Policies: Wording for Syllabuses: https://www.hofstra.edu/about/administration/provost/provost-information-for-students.html
- “Your presence in this class signifies that you have read the syllabus and are willing to comply with its contents.”