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; Semester Hours
Faculty contact information
Office hours

- Course Description
- Goals/Objectives of course tracking to goals/objectives of the department
- Learning Outcomes
- Typical Assignments/Requirements (please attach at least one sample assignment)
- Required Text(s)/Readings
- Grading Criteria and rubric
- 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.

- Course Requirements
- Course Schedule & deadlines
- 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-hofstra-policies.html”

- “Your presence in this class signifies that you have read the syllabus and are willing to comply with its contents.”