

Your Syllabus should include the following information:

- University of Guelph – Name of Department/School/College/Campus
- Semester of Offering (i.e. Fall 2012)
- Course Code (and Section, if applicable), Title and Credit Weight
- Prerequisites, Corequisites, Restrictions
- Instructor Name, email, office location and office hours
- GTA Name, email, office location and office hours, if applicable
- Class Schedule and Location, including lecture, seminar, lab
 - *nb: for Fall semester courses, include a note re: extra class day at end of semester to replace Thanksgiving Monday
- Final Examination Date and Time
- Required Texts
- Recommended Texts
- Calendar Description and detailed Course Description
- Learning Outcomes
- Evaluation – Methods, Breakdown (% of grade) and specific due dates
- Weekly schedule/syllabus
- Additional detailed information on assignments, midterms, final exam Instructor or Department Policy on Late or Missed Assignments -- [see Academic Consideration](#)
- Courses associated with supplemental assistance (Supported Learning Group, lab or quiz rooms, help labs, language labs, etc.) should note this information, including relevant hours of operation, location, online links, etc.
- Mandatory Statements