

## Integrating Syllabi into Programs Workshop Outline

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This workshop is designed to help teachers and administrators integrate the college syllabus format into their curriculum.

1. General discussion among participants to be captured on newsprint: Who is currently using syllabi? What are the components of the syllabi people are using? Why are people using syllabi? In particular, how does it serve students, teachers and programs?
2. Look at the specific components of most syllabi and how using a syllabus serves students and teachers. Include the following points as well as what the participants have said during the discussion. A syllabus:
  - functions as an explicit road map for students and teachers;
  - includes stated goals, objectives, requirements, policies and criteria for success;
  - captures the particular academic field's discourse and expectations; and
  - bears the stamp (voice/personality) of individual professors.
3. Look at the specific qualities of a syllabus:
  - is transparent
  - places responsibility for time management and learning in general on the students
  - models the kind of writing that is expected in college (correct, concise, well-organized)
  - introduces college culture
4. Examine examples of college writing and reading syllabi answering the following questions:
  - What are the assumptions behind the syllabus?
  - What are the skills and skill sets that students need in order to decipher the syllabus and begin to engage in the coursework?
  - Based on the syllabus, what skills will be developed during the course of the semester?
  - In what circumstances might it be useful to develop and use syllabi in our programs? Why or why not? And would those syllabi look like these academic ones?