# R·I·T

## SYLLABUS DESIGN
# USING THE SYLLABUS TEMPLATE

**VERSION 1.5 | JULY 2014**

The syllabus template can be used in conjunction with the Syllabus Checklist to ensure your course syllabus is comprehensive and complete.

The template and checklist are provided as guides—not official RIT policy. Faculty may provide whatever information they see fit for their class

RIT policies that are required for all syllabi are clearly indicated. Check with your department head to find out if there are any syllabus elements required by the college, department, or your degree program accrediting body

## USING THE MICROSOFT WORD TEMPLATE:

- Save the file to your hard drive under a name that includes the course name and/or number. The file name will appear in the footer.

- Replace the highlighted text in the header with your course information.

- Section titles can be used as they are or you can modify them as needed.

- Highlighted text indicates guidelines or prompts for what can be included in each section.

- Make sure that you have checked, customized, or removed all example text before finalizing your syllabus.

- Remove all remaining highlighted text.

- Save your syllabus as a PDF file before distributing it electronically to students. You can also import the text as myCourses content. You may want to break the syllabus into different content topics.

For more information and ideas about creating your syllabus go to rit.edu/tls/course-design/syllabus-design.