# Syllabus Template Guide

This template was designed to work for the greatest number of users on the greatest number of devices. As such, it is ready to be customized to fit the needs of online (and hybrid) courses in the College of Arts and Sciences, but it can also be used for in-person classes.

As you begin editing, you should note the **suggested** language that appears throughout. Feel free to use this language directly in your own syllabi. However, when text appears in **[brackets]**, you should expect to **insert specific and detailed course policies** of your own making. The bracketed language that appears is meant to serve as a guide for you in creating this.

## How to use this template

The guidelines below are suggestions for how best to use this template document:

- Highlight only the text you want to edit, then begin typing. NOTE: Double clicking to highlight entire lines may compromise the pre-formatted styles.
- The following sections are required and will need to be retained on each syllabus. These sections should need minimal editing. All other sections are recommended for inclusion:
  - Course expected learning outcomes
  - (If this is a GE course) General education goals and expected learning outcomes (see below for assistance locating these)
  - Course Materials and Technologies
  - Academic Policies
  - Course Calendar
- All tables in this template that have been formatted following digital accessibility standards with header rows and columns where appropriate. To edit tables, please follow these guidelines:
  - To add a row or column, place your cursor within the cell that you'd like the new row or column to appear next to, then from the menu called "Insert" select the item that you'd like to add and the appropriate location.
  - To delete a row or column, place your cursor within a cell that this row or column includes, the from the menu called "Table"

(or "Table Design") find "Delete" and then select the appropriate action.
- o All tables in this template include general Alt Text. We recommend you use also apply Alt Text for any images or additional tables you include in your syllabus. For more info about editing alt text in Word docs, consult this resource: "Composing Accessible Alt Text"
- o If you have trouble editing the tables and would like further guidance, consult this resource: "Creating Accessible Tables in Word"
- Once you are done editing it is recommended that you consult the built-in Accessibility Checker for Word. You can find this under the "Tools" or "Review" menus. Selecting "Check Accessibility" will open a side panel with recommendations for digital accessibility remediations needed and how to complete these, should any appear.

Should you have any questions or concerns arise while using this template, contact the ASC Office of Distance Education to schedule a one-on-one consultation.

# Information for GE courses

The GE goals, ELOs, and a brief statement about how the course meets the goals and ELO's, is required in syllabi for all GE categories that a course has been approved to meet (including Legacy GE categories).

- o Click here to find New GE Goals and ELO's categorized by Foundations and Themes topics.
- o Click here to find information about GE goals and ELO's.

# Digital Accessibility and Branding

This template was also designed to meet MDAS at Ohio State, and to adhere to best practices for digital accessibility. Part of this design includes formatted **headers**, **organized and unorganized lists**, **font sizes** and **color contrast**, as well as attention to branded formatting and style guides consistent with best practices for The Ohio State University.

The fonts used in the creation of this template are **Georgia** and **Arial**, the recommended alternative fonts for documents following Ohio State's branding guidelines. For more information about font formatting, visit brand.osu.edu and navigate to the page where they can be found by selecting **Brand Guidelines >> Visual Identity >> Fonts.**