


2025 SDMS Annual Conference




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	AGENDA	
	Overview Requirements Suggestions Policies to think about Student Engagement	

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	<h2>Syllabus</h2>	
	<p>What do you want to say to your students?</p> <p>VS</p> <p>What does your syllabus say to your students?</p>	


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IMPORTANT POINTS

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<p>Important Points</p> <p>Takes time to design a strong syllabus</p> <ul style="list-style-type: none">• Review/revise <p>Balanced document</p> <p>Provide clear and concise descriptions</p> <p>For longer policies direct students to catalog/website</p>	

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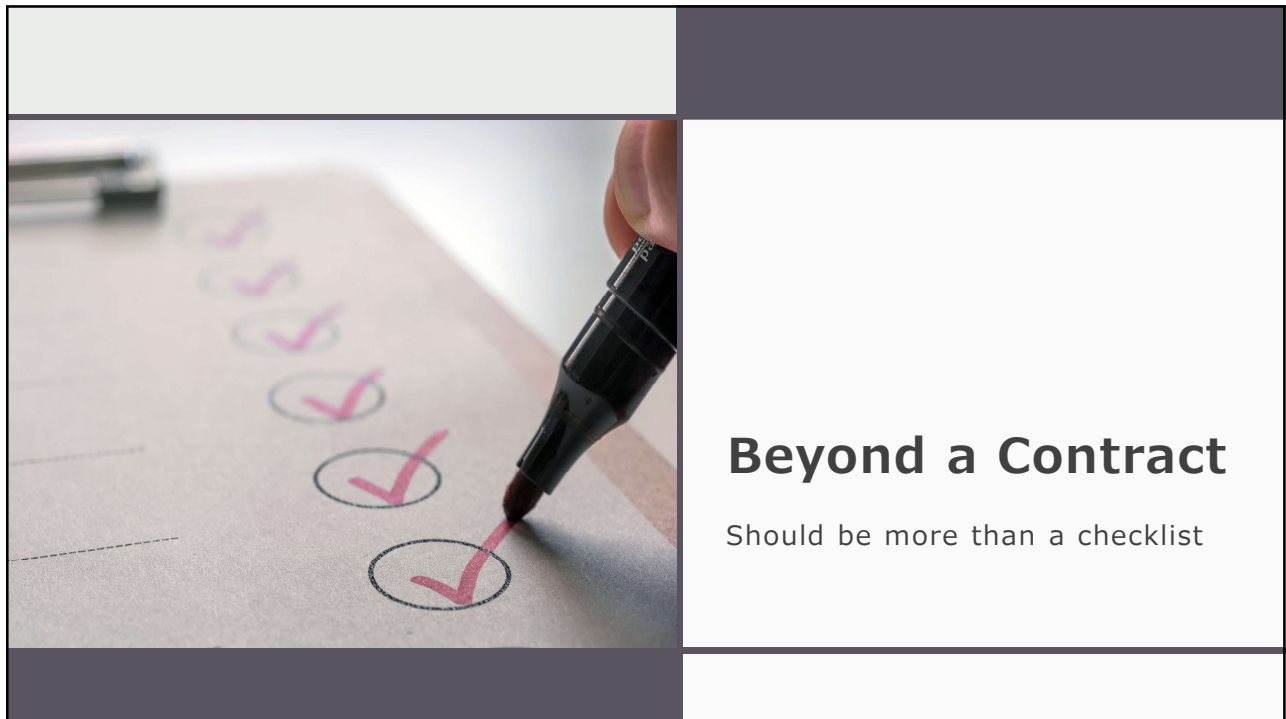


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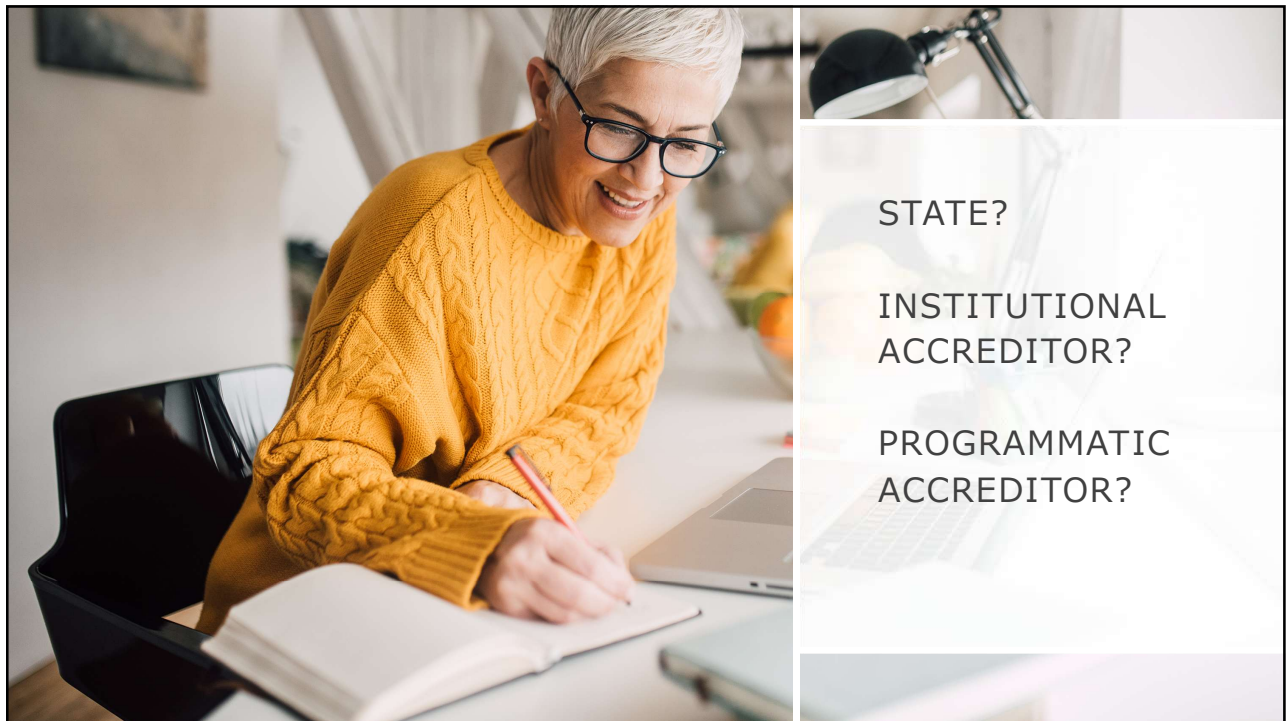


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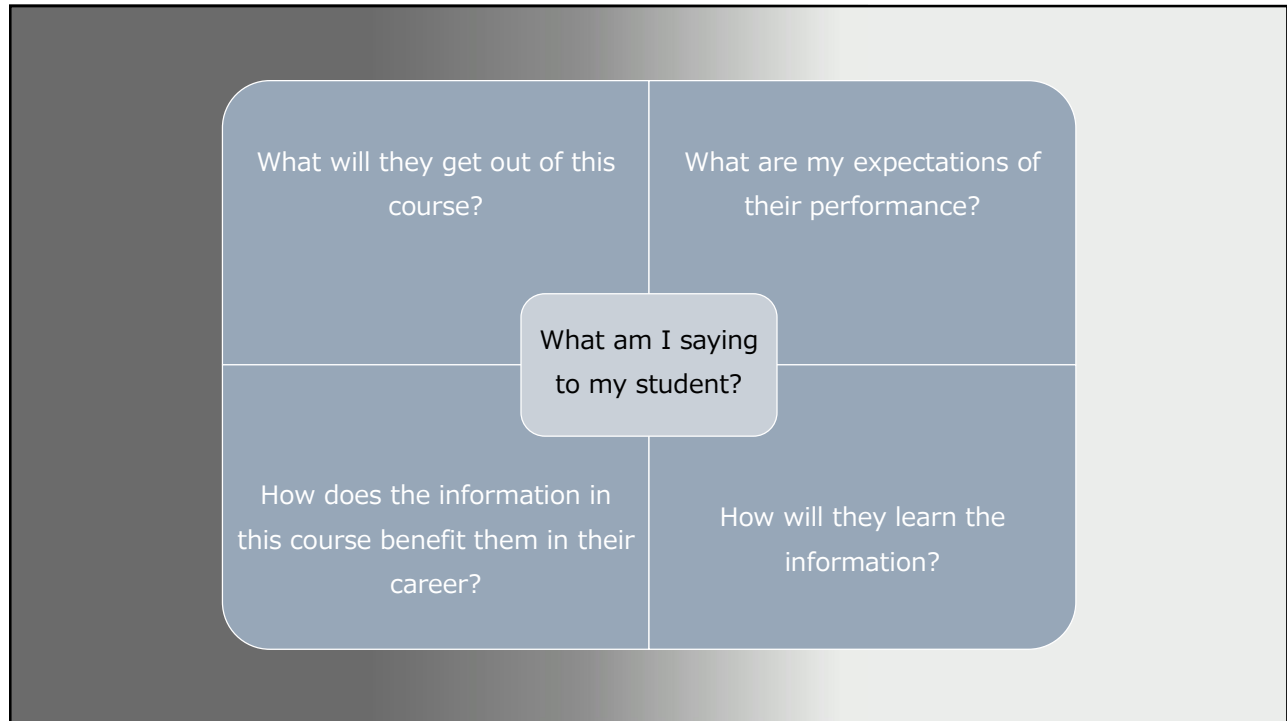
	<p>Prerequisite</p> <p>Instructor</p> <p>Media, Text & Resources</p> <p>Instructional strategies</p> <p>Course</p> <ul style="list-style-type: none"> • Schedule: specify • Length • Overview • Objectives • Outline 	<p>Course Title</p> <p>Grading</p> <p>Attendance</p> <p>Make-up work</p> <p>Instructor responsibilities</p> <p>Student/Teacher ratio</p> <p>Detailed outline week-by-week</p>
	<h2>PA Department of Ed- Syllabus Requirements</h2>	

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	<h2>Additional Info to Consider</h2>			
	 <p>BRIEF BIO</p>	 <p>SPECIFIC OFFICE HOURS</p>	 <p>FUN FACTS ABOUT SUBJECT</p>	 <p>BEST WAY TO COMMUNICATE</p>

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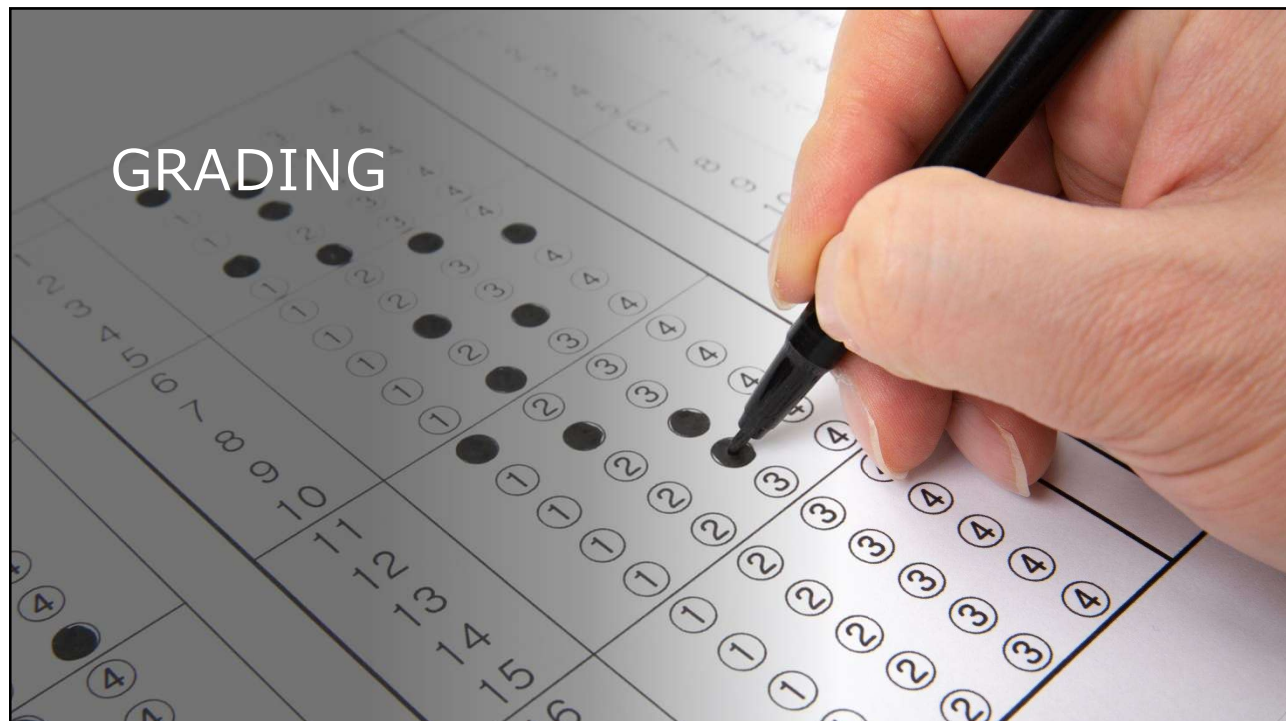


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Goals/ Objectives	 Destination of the course
	 Shows what students can expect to learn throughout the course
	 Can assist students organize their thoughts
	 Design: be concise, clearly written, group major themes/topics
	 Do they match the Course Description

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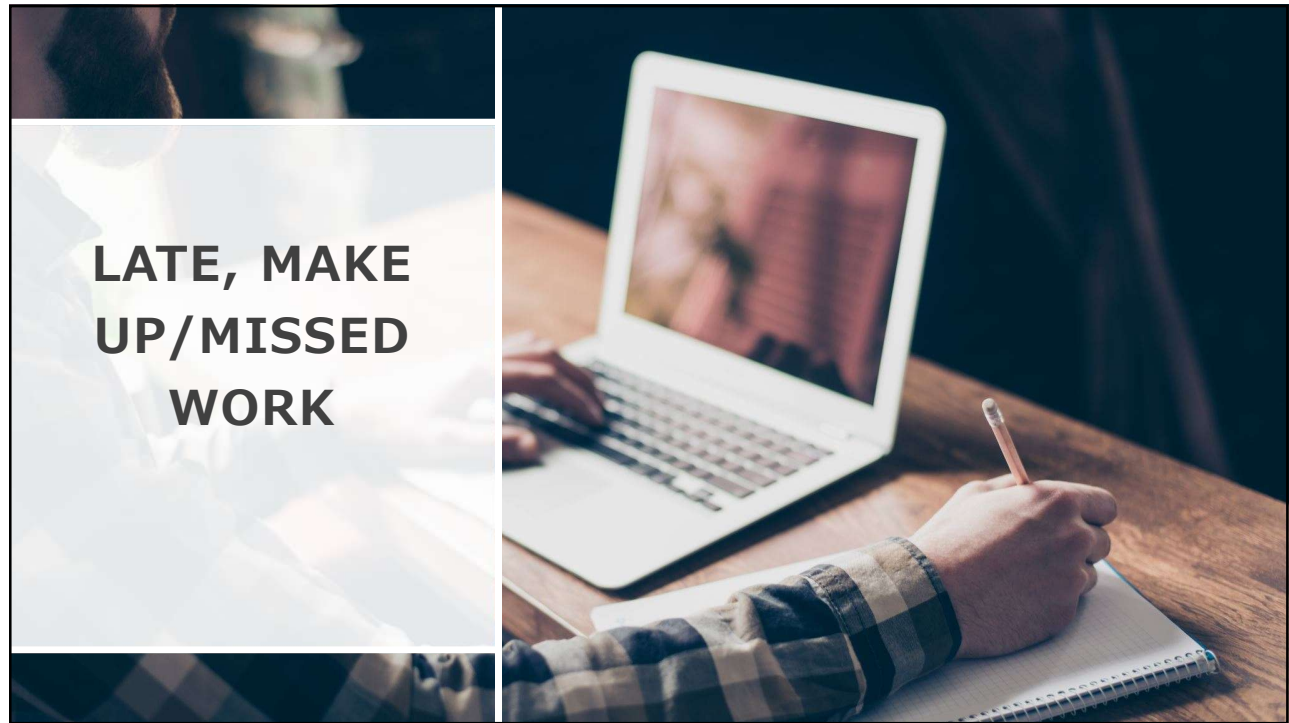
		
	<h2>What students care about most</h2>	
	<p>Institutional Grading Scale- unchangeable</p> <p>Weighting of Grades-</p> <ul style="list-style-type: none"> Make it make sense Provide examples/details 	

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Grading Requirements	
Evaluations include: Tests: 50% Final exam: 30% Miscellaneous: 10% Attendance: 10%	

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	<h2>Test Make-up Policy</h2>		
	<p>With an excuse?</p> <p>What's a good excuse?</p> <p>Prior communication?</p>		

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A black and white photograph of an hourglass with sand flowing from the top bulb to the bottom bulb.

Deadline Policy

Late Work


- Will you accept it?
- How late will you accept it?
- Grade impacted?
- Excuse only?

ChatGPT Example statement:

It is understood that unforeseen circumstances may arise leading to absences or missed deadlines. The assignment will be dropped a letter grade for each day it is late.

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	<h2>Other Course Policies to Consider</h2>

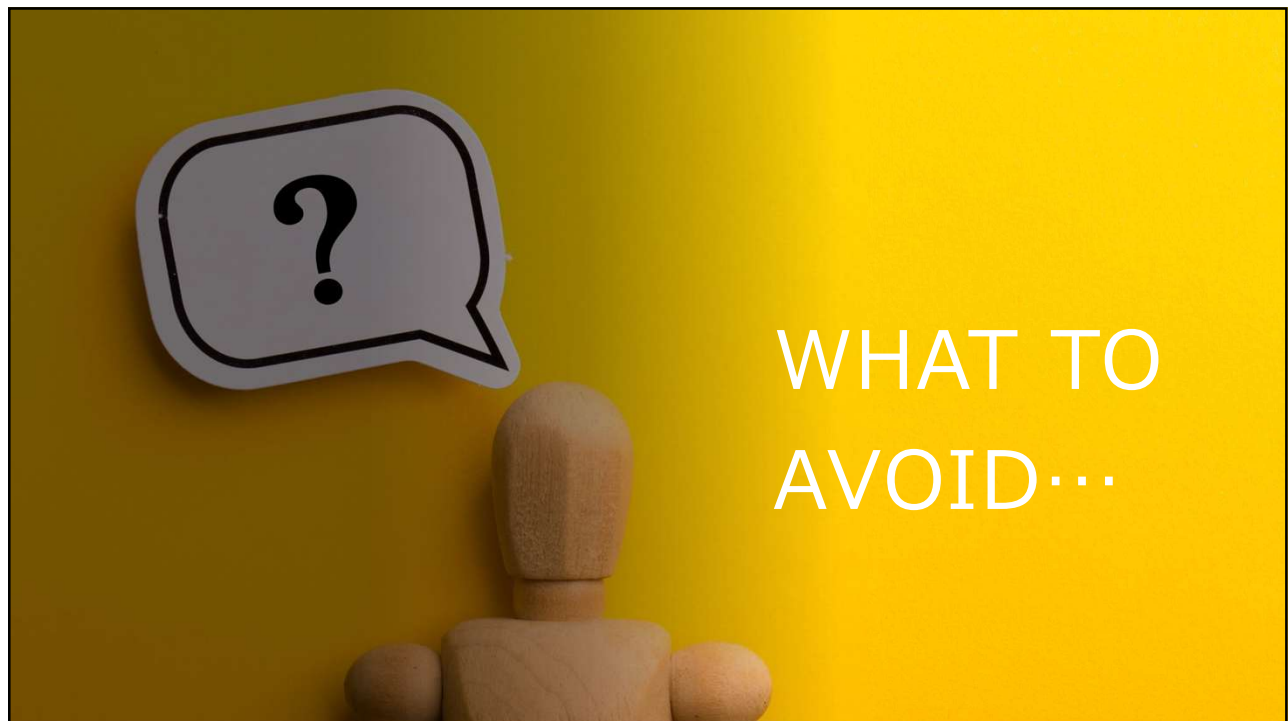
A photograph of several file folders with green and brown dividers, some with metal rings.

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	Careless mistakes	Scolding
	Esthetically unappealing	Using all caps
	different fonts	Verbiage that is punitive
	style	
	text size	
	weird spacing	
	What to Avoid or maybe Rethink	

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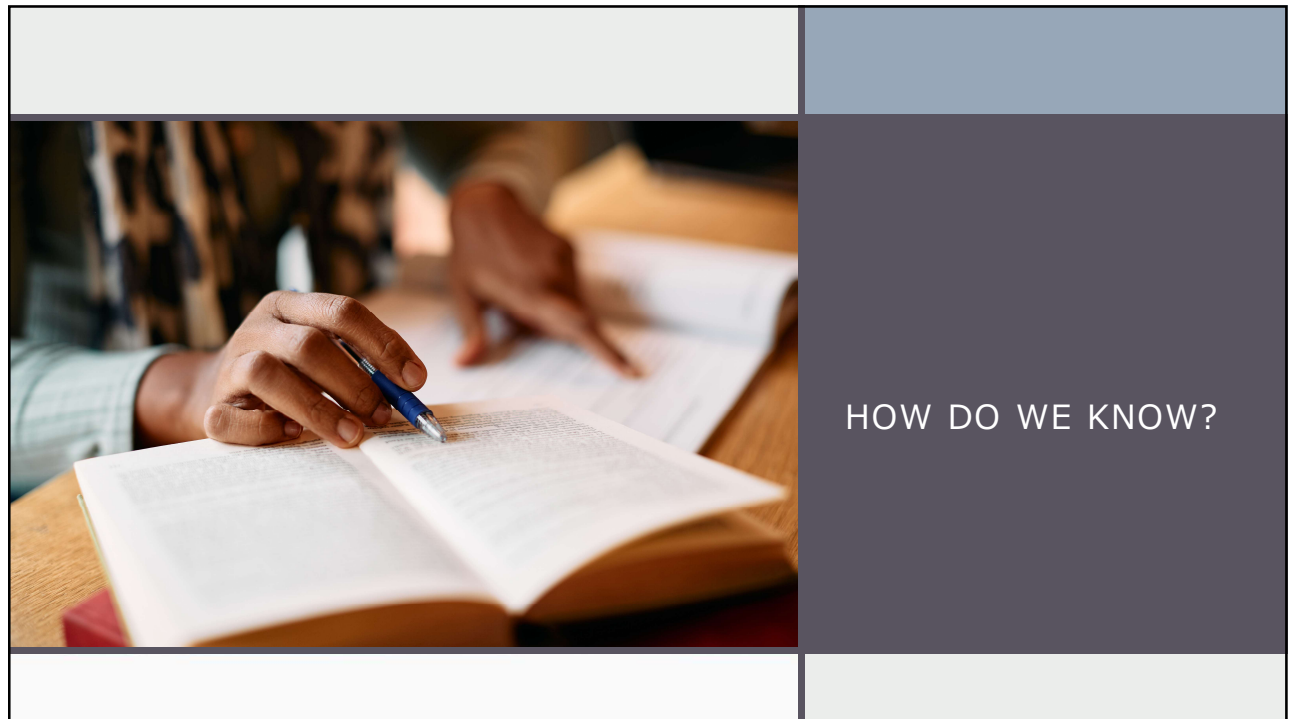
	Share it😊	
	After all this work, it should be available to the student:	
	<ul style="list-style-type: none">• LMS• Hardcopy• Email	

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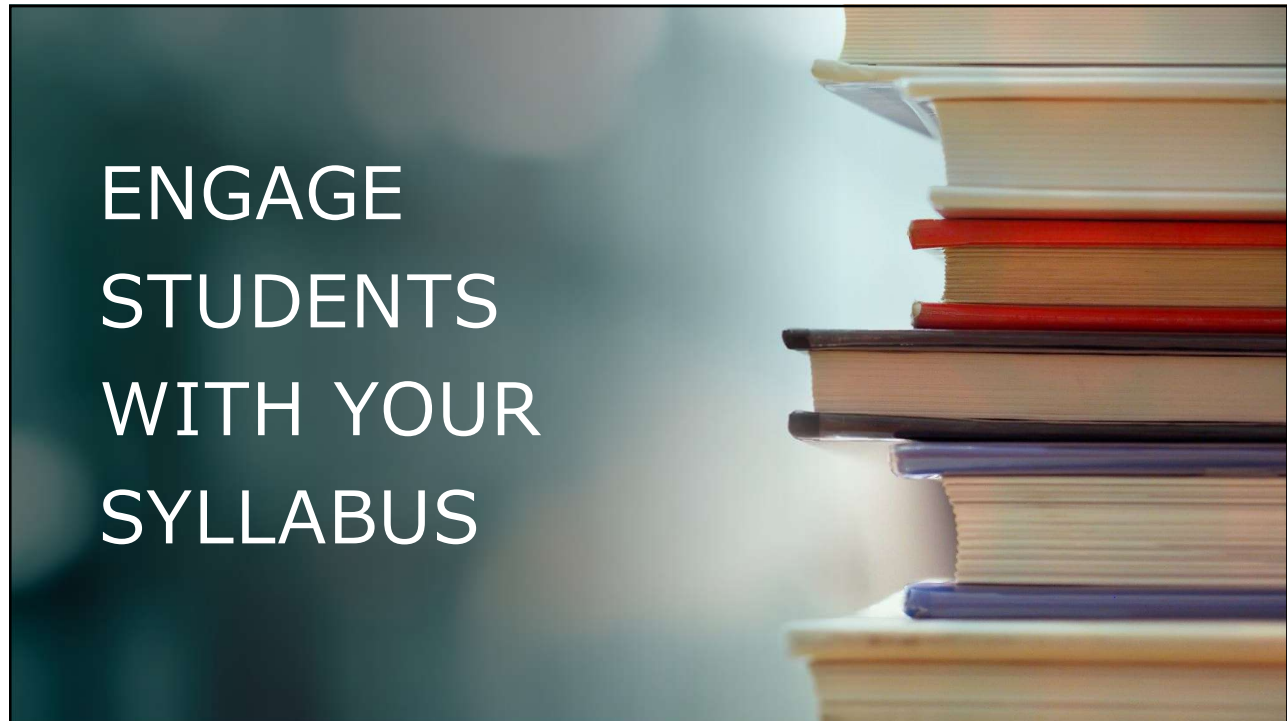


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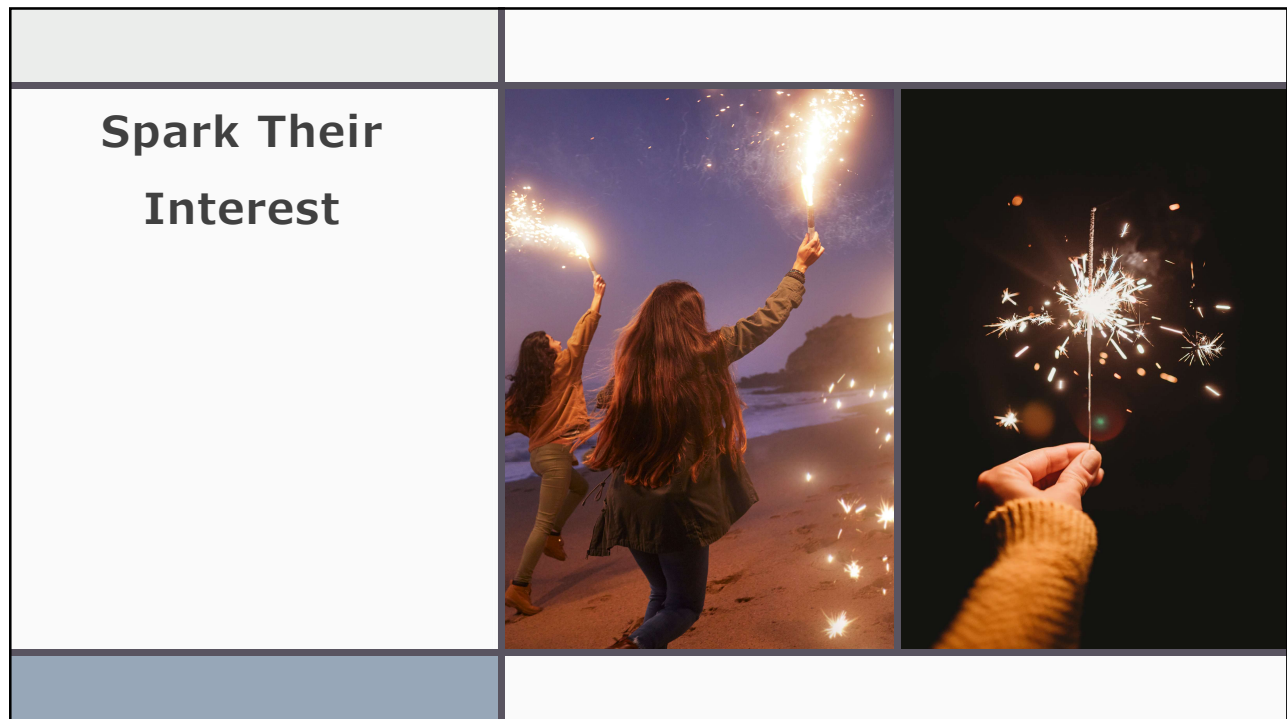


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**Do students
really know
what to
expect?**

TWO LIES & A TRUTH



SCAVENGER HUNT



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**TIME TO
SHARE**

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ANECDOTES

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Syllabus Checklist	
	<div><div><div>✓ Prerequisite</div><div>✓ Instructor</div><div>✓ Media, Text & Resources</div><div>✓ Instructional strategies</div><div>✓ Course</div><div>✓ Schedule: specify</div><div>✓ Length</div><div>✓ Overview</div><div>✓ Objectives</div><div>✓ Outline</div></div><div><div>✓ Course Title</div><div>✓ Grading</div><div>✓ Attendance</div><div>✓ Make-up work</div><div>✓ Instructor responsibilities</div><div>✓ Student/Teacher ratio</div><div>✓ Detailed outline week-by-week</div></div></div>

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