

Collins, Marina Avery

From: Bortree, Denise Sevick
Sent: Wednesday, April 12, 2023 10:54 AM
To: Collins, Marina Avery
Subject: FW: Teaching Tuesdays - Creating a syllabus
Attachments: Syllabus Policy Fall 22 Bellisario.docx; PSU Bellisario Syllabus Template 1.docx; PSU Bellisario Syllabus Template 2.docx

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Sent: Tuesday, August 23, 2022 1:10 PM
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Cc: Harris, Danielle <dvh5685@PSU.EDU>
Subject: Teaching Tuesdays - Creating a syllabus



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BELLISARIO BULLETIN

– By [Denise Bortree](#)

Welcome to the first Teaching Tuesdays for Fall 2022! It's great to see students back on campus and feel the energy of the classroom this time of year. Thanks for the work you've already done to prepare for this semester and all that you will do to help our students continue to build their skills and knowledge over the next 16 weeks. In this issue of Teaching Tuesdays, our instructional designer Danielle Harris shares some great starter items for the semester – syllabi templates and a "getting started with Canvas" tutorial. I hope you find them helpful. And, as always, I would love to hear your

success stories from the classroom and also your lessons learned. We have an amazing community that supports teaching, and I'm glad we are all part of it.

Important Items of Note

- [Accessibility Tools Available to Penn State Students at No Cost](#) | Students can take advantage of a number of free accessibility tools to change how their materials are accessed, read, and displayed.
- [Teaching and Learning with Technology Impact Award Call for Nominations!](#) To submit a nomination and learn more about the award, [click here](#). **Nominations will be accepted until Friday, October 14, 2022.**

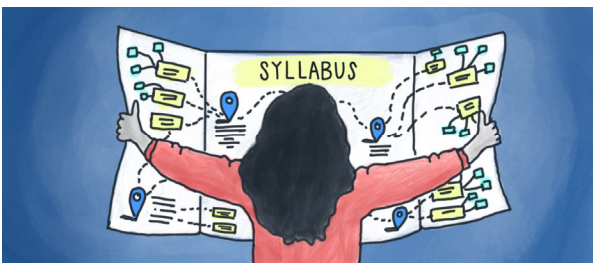
Upcoming Events

- August 24 | 11 am - 4 pm | [Student Involvement Fair](#) | HUB-Robeson Center Lawn between the HUB and College Ave
- August 26 | 1 pm - 5 pm | [Bellisario College 'Think-In'](#) | Robb Hall, Hintz Alumni Center | Bellisario College faculty and staff can focus on and discuss our strategic goals as the academic year begins.
- [August Athletic Event Calendar](#)
- September 1 | 10 am PT / 1 pm ET | [Academic Videos and Podcasts with Adobe Rush](#) | Explore how these rich media formats can transform the way important stories are told.
- September 5 - October 3 | [OL 2150 Canvas Hands On](#) | This instructor-led course focuses on hands-on training for those who are developing courses in Canvas.
- September 6 - October 18 | [OL 1400 Integrative Thinking in Teaching & Learning](#) | An introduction to integrative thinking, an essential element of Penn State's General Education curriculum.

TEACHING TIP

Syllabus Design

A course syllabus is oftentimes the first contact students have with their course and, as the cliché goes, first impressions are everything. A syllabus sets the tone for the course, but it also offers students a map of course expectations as well as the academic support necessary to succeed.



As the Fall 2022 Bellisario College Syllabus Policy (*attached*) emphasized, it's important to include a number of essential pieces in our syllabi:

BELLISARIO COLLEGE

SYLLABUS

Design

BASIC COURSE INFO

- 1 Course content and expectations; location of the program; meeting times; instructor contact information

GOALS & OBJECTIVES

- 2 Describe the course goals and learning objectives; create and align content based on the course description and learning objectives

INSTRUCTIONAL MATERIALS

- 3 Instructional materials required for the course; course schedule that offers a calendar of course expectations to students

POLICIES & SERVICES

- 4 Attendance; academic integrity; educational equity; accessibility; counseling; academic support

GRADING & ASSESSMENT

- 5 Grade breakdown by assessment type and percentage; exam policy (include evening exam schedule, if applicable)

The Bellisario College Syllabus Policy provides recommended University language. However, with the option to customize *how* this language is presented, it might be useful to look at a couple examples of how this information could be delivered to your students.

1. Bellisario College Syllabus Template 1

- A lengthier template that includes all University language required in the Bellisario College Syllabus Policy, as well as information for students taking fully asynchronous or hybrid courses. This syllabus template meets accessibility expectations. **A downloadable file is attached for your use and can be [accessed here](#).**

2. Bellisario College Syllabus Template 2

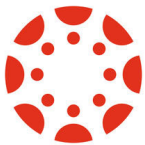
- A more condensed template that includes all University language required in the Bellisario College Syllabus Policy. This syllabus template meets accessibility expectations. **A downloadable file is attached for your use and can be [accessed here](#).**

3. Bellisario College Sample Student Orientation Module

- An orientation module that breaks syllabus information down into digestible pieces and includes all University language required in the Bellisario College Syllabus Policy. Content in this orientation module is entirely customizable and meets accessibility expectations. **This module can be imported into your course(s) [upon request](#).**

CANVAS CUE

Getting Started in Canvas



If new to Canvas and looking to either get started or get to know certain features better, be sure to take advantage of these amazing resources!

- **[Canvas Tutorials](#)**: Participate online via the Penn State Information Technology site.
- **[PSU Canvas Learning Path](#)**: Learn how to get the most out of using Canvas for teaching and learning.
- **[Canvas Instructor Guide](#)**: Access tutorials for Canvas features and tools.
- **[Canvas Dashboard Management](#)**: This is the first thing you will see when you log into Canvas; this tutorial will explain how to organize the dashboard and use it to see what is happening in all your current courses.
- **[Canvas Course List Customization](#)**: Needing to clean up the course list on your dashboard? This tutorial will show you how to customize and clean up the active courses displayed when signing into Canvas.

As always, [reach out](#) with questions or to schedule a quick zoom session!

SHARE A TEACHING STRATEGY

Share something fabulous that you have been doing in your classroom! Do you have a teaching technology or strategy that you've seen succeed and would like to share it in the *Teaching Tuesdays* newsletter? If so, please [share your idea](#) for an upcoming issue.