MSU requires faculty to distribute a course syllabus (print or electronic) at the beginning of the semester. This and other requirements with regards to teaching are listed in the Code of Teaching Responsibility: http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=514 . This document summarizes essentials about syllabi design and requirements at MSU. For further information refer to the original documents.

MSU Minimum Course Syllabi Content Required

a) instructional objectives;
b) instructor contact information and office hours;
c) grading criteria and methods used to determine final course grades;
d) date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
e) attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades;
f) required and recommended course materials to be purchased, including textbooks and supplies; and
g) any required proctoring arrangements to which students must adhere (effective Spring 2013).

A Well-Designed Course Syllabus has Multiple Uses

- Helps students know when they are to do what, what it is they are to learn, and how they are to demonstrate learning.
- Decreases incidences that distract from learning.
- Provides an opportunity to connect with your students and demonstrate your enthusiasm for the topic, the importance of what will be learned, and your interest in their success.
- Informs students of your expectations, approach, and hints at your personality as an instructor.
- Reflects your teaching philosophy.
- Illustrates your efforts to create an inclusive learning environment
- May be a primary piece of evidence of how you teach for teaching portfolios, promotion and tenure applications, annual reviews, etc.

The syllabus checklist that follows can be used to develop or modify your syllabi:

- All required items for a syllabus are listed above and are noted in the master checklist.
- Where MSU policy is involved, it is cited. The Code of Teaching Responsibility lists items that must be / are required to be on the syllabus. These are noted as required. Other items, that are required by the university, but are not required to be on the syllabus, are noted with a red footnote. The footnote provides details of the University requirement. For clarification you should refer to MSU's Code of Teaching Responsibility.
- Where suggestions for wording are available on an MSU website it is so indicated.
- Most items listed are those that faculty have found makes course management easier and clearer for both the faculty member and the students. Choose those that will benefit your students and you.
- In addition, there are a few items that can be helpful, depending upon the circumstances, but you may forget about without reviewing the checklist.

How to Use the Following Checklist

1) Design your course and write a syllabus to support it
2) Check the list of required items for MSU syllabi – ensure all are included
3) Check your College / Department for any required elements – ensure all are included
4) Review this complete checklist for ideas of other elements that could be included

Contents

MSU SYLLABUS CHECKLIST

Course Information
— Course title
— Course number
— Credit hours
— Course meeting days and time**[1]**
— Course location (other logistics: labs, clinical settings, computer classrooms, etc.)
— Course web site address

Course Description[2]
— Catalog description
— Elaboration or clarification of the catalog description
— Statement of how the course relates to other courses in the curriculum, overall program competencies, institutional/program mission, student career goals, etc.

Instructor Information & Accessibility[3]
(Your *contact information* and *office hours* are **required** by: **#2 Course Syllabi:** in Code of Teaching Responsibility)
— Name **(Required.)**
— Title
— Office location **(Required.)**
— Office hours and how appointments can be made outside office hours **(Required.)**
— Phone (office/cell/home – appropriate time to call) **(Required.)**
— Email address; Web site
— Your credentials and/or interests (degrees, fields of expertise, research projects)

Teaching Assistant Information
  Note: if teaching assistant is an "instructor" everything required for instructor is required here too.
— Name **(Required.)**
— Office location
— Office hours and how appointments can be made outside office hours **(Required.)**
— Phone (office/cell/home – appropriate time to call)
— Email address; Web site
— Information about TA(s) or other course personnel (degrees, fields of expertise, research projects)

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[1] *Required*: **#6 Class Meetings** in the Code of Teaching Responsibility: "Instructors shall be responsible for meeting their classes regularly and at scheduled times. To allow units to take appropriate action, instructors shall notify their units if they are to be absent and have not made suitable arrangements regarding their classes."

[2] *Required*: **#1 Course Content** in the Code of Teaching Responsibility: "Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the University Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives."

[3]*Required*: **#8 Instructor Accessibility to Students** in the Code of Teaching Responsibility: "Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In addition to office hours, instructor accessibility through e-mail and other means is encouraged."

MSU SYLLABUS CHECKLIST

Course Prerequisites/Co-requisites
— Where the course fits into the program goals (Ex. "This is the first course required …")

Course Learning or Instructional Objectives[4]

— Course Objectives or Outcomes are listed and they (**Required.**):
  o Align with the course content as approved by the University Curriculum Committee and the MSU Descriptions of Courses**: http://www.reg.msu.edu/Courses/search.asp**
  o Each objective, stated as an intended, single outcome defined in terms of student performance[5]
— Consider identifying:
  o which Undergraduate Learning Goals are embedded in your course, e.g., Analytical Thinking, Cultural Understanding, Effective Citizenship, Effective Communication, Integrated Reasoning : http://undergrad.msu.edu/learning
  o which global competencies are embedded in your course: http://undergrad.msu.edu/programs/ise Sharing this information with the students on your syllabus assists them in linking what they are learning in your course with the learning goals of the University.

Required/Recommended Resources

Clearly identify, and distinguish between, "*required*" and "*recommended*"[6] course materials and supplies. (**#2 Course Syllabi**: The Higher Education Opportunity Act (2008) and the MSU Code of Teaching Responsibility also **require** a listing of *what must be purchased*.) Examples of items to include:

— Texts (ISBN number, title, author, date, edition, where sold, cost and if on reserve in department or library)
— Course packs
— Annotated list of reading materials (and rationale for selection)
— Style guides
— Internet sites
— Subscriptions/newspapers
— Lab equipment
— Notebooks
— Supplies
— Calculators
— Clickers
— Software
— Computer memory required for course

Teaching Philosophy and Expectation for Roles
— Your philosophy of education/teaching
— Your beliefs about the role of the teacher and the role of the learner

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[4] MSU *requires* instructional objectives on the syllabi (**#2 Course syllabi**), that course content is consistent with the course description(**#1 Course content**) and that class activities and graded assessments are aligned with course objectives (**#1 Course content** and **#3 Student Assessment and Final Grades**). Code of Teaching Responsibility.

[5] An excellent description on writing learning objectives for different cognitive levels of expected achievement is available at: http://www.celt.iastate.edu/teaching/RevisedBlooms1.html . For more ideas and resources contact AAN.

[6] Identifying which textbooks and supplies are "***required***" versus "*recommended*" helps direct students as to which they must buy. It also identifies what items may be purchased via student financial aid.

MSU SYLLABUS CHECKLIST

Methods of Instruction (e.g., description, rationale, criteria for evaluation)
— e.g., seminar, lecture, simulations, case studies, required group work, service learning, student presentations, problem-based learning, etc.

Tentative Course Schedule

(Include disclaimer that "the schedule is tentative and subject to change."[7])
— Date of final exam and tentative dates for readings, assignments, papers, projects, tests, exams, etc. (**Required** by**: #2 Course Syllabi** in the MSU Code of Teaching Responsibility.)
— Description of what topics will be covered at each course meeting
— Dates of holidays or special events (e.g., field trips, guest lecturers)
  o Note: MSU's Policy on Religious Observance:
    http://www.reg.msu.edu/ROInfo/Notices/ReligiousPolicy.asp
— Description and due dates of major assignments
  o Prior student samples of assignments/papers/projects
— How modifications to the course schedule/syllabus will be handled
  o Ex. "Changes may be made in the schedule, but they will be announced ahead of time."

Course Requirements beyond Assignments/Assessments
▪ Ex. "Visit to Instructor Office Hours at least once during the semester"
▪ Ex. "Assigned readings are due on the date listed in the course calendar. You are expected to come to class prepared. Read, and review the material, take notes on it and be ready to discuss it."
▪ Ex. "You are required to respond to two out of the three discussion questions posted on D2L each week."

Attendance Policy
— Attendance policy (**Required** by MSU #2(e) **Course Syllabi** if it varies from the MSU Attendance Policy and, especially when, it could impact their course grade: https://www.msu.edu/~ombud/classroom-policies/index.html)
— Date and location of final examination. Reminder of penalty if exam is missed[8].

Expectations for Class Participation
— Explain expectations (if related to grade elements, be specific about desired behavior(s) and develop a grading rubric to avoid subjectivity)
— Consider cultural aspects related to participation.

Expected Hours of Preparation / Work Outside Class per Week[9]
— Estimate the total based on the following: reading/studying, assigned papers/projects, group work, study groups, attendance at events, seeing movies/tapes, service, D2L discussions, labs, field trips.

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[7] Any changes would need to be accompanied with appropriate notification.

[8] "A *student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system, NC on the CR-NC system, or N in the case of a course authorized for grading on the P-N system*. Students unable to take a final examination because of illness or other reason over which they have no control should notify the associate deans of their colleges *immediately*." From Academic Programs – General Information, Policies, Procedures and Regulations found at: http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s499

[9] Note: the Higher Learning Commission of the North Central Association defines credit hour as including a *minimum* effort for each hour of instruction as two hours out-of-class work. The full definition can be found at: http://www.ncahlc.org/Information-for-Institutions/federal-compliance-program.html - click on Protocol for Peer Reviewers Reviewing Credit Hours…"

MSU SYLLABUS CHECKLIST

Course Policies

—— Expectations for success

—— Academic integrity (see separate section on it on the next page)

—— Absences (definitions of excused/unexcused absences and the procedure for students to contact you in case of an emergency)[10]

—— Tardiness (What should the student do when walking into the class late?)[11]

—— Requirements for submitting assignments (e.g., cover letter with name, course, date, etc.)

—— Late/missing assignments/make-ups

—— Your requirements for correspondence (e.g., email with course name in subject line, etc.)

—— Lab safety/use

—— Return of student work and/or posting of grades (How soon can students expect feedback?) Instructors are to return assessment documents/projects "with such promptness to enhance the learning experience." (**#4 Testing Documents** and **# 5 Term Papers and Comparable Projects**, Code of Teaching Responsibility)

—— Policies for exam administration

—— Guidelines for class behavior/civility (e.g., respectful consideration of one another's perspectives, open-mindedness, creative risk-taking, "Please be courteous and respectful to others.")

—— Guidelines for large-class etiquette

—— Expectations for informal or formal cooperative/collaborative learning activities/assignments[12]

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[10] "A degree of reasonableness should pervade this." Doug Estry, Associate Provost for Undergraduate Education, July 5, 2012. Grief Absence Policy can be found at: http://acadgov.msu.edu/sites/default/files/content/GriefAbsenceasforwarded.pdf "Students should, whenever possible, work with their faculty to make arrangements in advance of absenting themselves from the course." Doug Estry, Associate Provost for Undergraduate Education, July 14, 2015.

[11] "There is also the issue of tardiness as it may relate to an attendance policy. For example, the faculty who says you must turn in your assignments at the beginning of the course and if tardy they won't be accepted without prior arrangements (or won't be accepted regardless)." Doug Estry, Associate Provost for Undergraduate Education, July 14, 2015

[12] "Some additional information might be appropriate at this point. This is one area that students often stumble because it has not been made clear to them what the expectation is and how it could impact their performance/evaluation." Doug Estry, Associate Provost for Undergraduate Education, July 5, 2012. ""Unauthorized Collaboration" means working with others without specific permission of the instructor on assignments that will be submitted for a grade. This rule applies to in-class or take-home tests, papers, labs, or homework assignments. Students may not collaborate without faculty authorization. Under Michigan State University's policies, all work submitted for a grade must be the student's own original, independent work, unless the instructor permits collaboration, use of sources, or outside assistance." Shannon Burton, Office of the University Ombudsperson, July 22, 2014. "Collaboration: In many courses, students are permitted to collaborate on projects and assignments. In other courses, they are not. Provide wording in your syllabus that outlines your expectation for what is acceptable related to collaboration. For example: You are encouraged to study with other students, and to discuss questions on the homework assignments in general terms ("do you understand what we're supposed to do on Problem 5?"). However, the work you turn in should be your own—you should not divide up the work so that one student does problems 1-5, the other 6-10, and then copy from each other. Obviously, any form of copying or cheating on quizzes or exams is strictly forbidden. In general, you should abide by Michigan State University's policy on academic integrity. Or...If you find it helpful to collaborate on assignments, I strongly encourage you to do so. However, you should write up and hand in your answers individually. If you work with other students, please indicate at the top of your assignment who you worked with. On the exams, you should work independently in accordance with Michigan State University's policy on academic integrity. Or...Collaboration with other students in this class is an important learning method. The following guidelines will help you understand the difference between collaboration and plagiarism. (Outline your guidelines after.) Or... In this class, students are not allowed to collaborate with others on homework, labs, and other graded assignments. Do not share your work with others or ask others to see their completed assignments since both are considered academic misconduct. If you need help, please meet with the TAs during the course's many review sessions or stop by during my office hours. Students are responsible for understanding this policy; if you have questions, ask for clarification." Shannon Burton, Office of the University Ombudsperson, July 23, 2015.

MSU SYLLABUS CHECKLIST

— Guidelines for the use of electronic devices (Cell phone policy, IPODs, MP3 players, etc.)
— Guidelines for food/beverages in the classroom
— Policy if a student has to leave the class early
— Citation/Style Requirements
— Turnitin.com – see Academic Integrity section – **required** statement if used
— Use of MSU email – advise students to use it
— Other: Student Rights and Responsibility (Click on links on menu at:
    https://www.msu.edu/~ombud/index.html)
— Limits to confidentiality[13]

Use of Desire to Learn/other Course Management System (CMS)
— Student expectations or requirements for use of D2L/other CMS
— Etiquette and communication expectations (http://learndat.tech.msu.edu/communicate_guide/)
— Instructions on how to access D2L/other CMS, as appropriate for your course
— How to access announcements, grades, access quizzes, or post assignments, if applicable
— Instructions for technical assistance, as appropriate for your course
    o for Desire to Learn at: https://d2l.msu.edu   or 355.2345 or **1-800-500-1554**
    o for LON CAPA at: https://loncapa.msu.edu/students.html

Student Assessment/Evaluation/Grading Plan
 (**Required.** The assessment and evaluation of student performance should be done in a manner consistent with course objectives. **Required** by**: #3 Student Assessment and Final Grades**: in MSU Code of Teaching Responsibility[14] . MSU requires grading criteria and method for determining final grades and date of final examination as well as tentative dates of other assignments, quizzes, and tests in the syllabus: **#2 Course Syllabi**: in MSU Code of Teaching Responsibility)
— Explain how students will be evaluated (**Required.**)
— Describe how final grades will be calculated, e.g., percentage or weighting of grades (**Required.**)
— Provide grading criteria for major assignments, projects, final activities
— Explain how team-based projects will be evaluated and what to do if members of the team are not contributing.
— Include policies/practices (e.g., drop lowest quiz grade, revisions/resubmissions, extra credit/bonus points, estimated timeline for returning assessments.)

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[13] Taken from the published RVSM Policy FAQ, "Limits to Confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, students should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues based on external legal obligations or that relate to the health and safety of MSU community members and others. As the instructor, I must report the following information to other University offices if you share it with me: •Suspected child abuse/neglect, even if this maltreatment happened when you were a child, •Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff, and • Credible threats of harm to oneself or to others.• These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual.   If you would like to talk about these events in a more confidential setting you are encouraged to make an appointment with the MSU Counseling Center." Paulette Russell, July 22, 2015.

[14] **#3 Student Assessment and Final Grades**, Code of Teaching Responsibility: "Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines. Assessment methods (effective Spring 2013) should be appropriate to the learning objectives of the course. "

MSU SYLLABUS CHECKLIST

— Expected turnaround time for assignment grades, test grades, etc.[15]

Testing Guidelines
- Ex. "Students may bring in a 4" x 6" card with notes."
- Ex. "Students should take every other seat."
- "Explain any required proctoring arrangements to which students must adhere." (#2 Course Syllabi: in MSU Code of Teaching Responsibility. Required.)

Spartan Code of Honor: Academic Pledge
The Spartan Code of Honor was adopted by ASMSU on March 3, 2016, endorsed by Academic Governance on March 22, 2016, and recognized by the Provost, President, and Board of Trustees on April 15, 2016.
The Spartan Code of Honor Academic Pledge:

"As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor in ownership is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do."
https://msu.edu/unit/ombud/academic-integrity/Spartan%20Code%20of%20Honor%20Academic%20Pledge.html

Academic Integrity[16]
See https://www.msu.edu/~ombud/academic-integrity/faculty-faq.html#question3 for suggested text; see https://www.msu.edu/~ombud/academic-integrity/index.html for relevant policies, regulations and ordinances.
- Statement affirming belief in Academic Integrity
- Statement outlining penalties for cheating and plagiarism in course
- Statement describing university penalty for academic dishonestly
- Turnitin.com: if used, there is a *required* statement about turnitin.com that must be included in your syllabus. For exact language see: http://learndat.tech.msu.edu/teach/student-writing

Reminders of *Relevant* University Policies
- Requirements for and dates for drop or withdrawal from course
- Guidelines on the commercialization of course notes and materials. MSU prohibits students from commercializing their notes of lectures and University-provided class materials without the written consent of the instructor. Instructors may allow commercialization by including permission in the course syllabus. (**#9: Commercialization of Course Notes and Materials**, MSU Code of Teaching Responsibility)

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[15] Including expectations in the syllabus is not required. However, it can help hold you accountable and manage student expectations. What is *required* is timely return of feedback and grades. **#4: Testing Documents:** "Instructors shall be responsible for returning to students student answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor." #5 **Term Papers and Comparable Projects**: "Instructors shall be responsible for returning to students student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files."

[16] *Required* by: **#3 Student Assessment** and Final Grades: in MSU Code of Teaching Responsibility: instructors are expected to take reasonable steps to create an assessment environment that promotes academic integrity. When proctoring or other security measures are necessary to ensure integrity of assessments, then such measures should be administered in a manner consistent with the design and delivery of the course.

MSU SYLLABUS CHECKLIST

— **SIRS for Online classes**. The following language is recommended for the syllabus if using online SIRS: "Michigan State University takes seriously the opinion of students in the evaluation of the effectiveness of instruction, and has implemented the **SIRS** (Student Instructional Rating System) process to gather student feedback. This course utilizes the "online SIRS" system, and you will receive an e-mail sometime during the last two weeks of class asking you to fill out the SIRS at your convenience. As a reminder to be sure to fill out the SIRS evaluation form, the final grade for this course will not be accessible on STUINFO during the week following the submission of grades for this course unless the SIRS online form has been filled out. You have the option on the online SIRS form to decline to participate in the evaluation of the course – we hope, however, that you will be willing to give us your frank and constructive feedback so that we may instruct students even better in the future."

Americans with Disabilities Act Accommodations
— Model Statements Inviting Disability Accommodation Requests" for syllabi, see http://www.rcpd.msu.edu/Awareness/Home

Emergency Procedures
— Weather related or other cancellations
— Instructions for Handling Emergency Situations
— Plans for conducting class in the event of illness outbreak

MSU SYLLABUS CHECKLIST

Other Material or Information Relevant to Your Course
— MSU resources for students, e.g., tutoring services, career advising, computer lab hours, library hours, library resources

Related Student Organizations or Clubs, if Applicable	http://studentlife.msu.edu/about-student-life
Learning Resources Center:	355.2363 or http://lrc.msu.edu/
Office of Supportive Services:	353.5210 or http://www.oss.msu.edu
The Writing Center:	http://writing.msu.edu
Libraries:	432.6123 or www.lib.msu.edu/
MSU IT Service Desk:	Help Desk: 432.6200 or www.tech.msu.edu/support/
Office of the Ombudsperson:	353.8830 or www.msu.edu/unit/ombud
Olin Student Health Center:	http://olin.msu.edu/
MSU Counseling Center:	www.counseling.msu.edu
MSU Psychological Clinic:	355.9564
English Language Center:	www.elc.msu.edu
Community Groups (Adult Students, International Students, Persons with Disabilities, LBGT, Family Resource Center, Veterans, The Women's Resource Center) see *Student Handbook and Resource Guide:* *http://splife.studentlife.msu.edu/information-and-services/services-for-community-groups*	

— Tips or suggestions regarding how to study for this course
— Unique course procedures that require more detail (e.g., cooperative learning, case study method, journals)
— FAQs section
— A personal statement from you and/or your expectations for students in order to be successful

Other
— Review the tone of your syllabi. Is it inviting? Friendly? Firm? Harsh? How do you want to personalize your syllabus to represent you as an instructor?
— If posting your syllabi online, consider breaking the syllabus into sections, and adding graphics, video, or audio content.
— If you would like for your students to utilize the Ombuds Office in solving problems they have with the university, you can add the following statement to the syllabus:

"The Office of the University Ombudsperson is available to assist students with any conflict or problem that has to do with being a student at Michigan State University. You may visit the Ombudsperson in 129 North Kedzie, call (517) 353-8830 or e-mail ombud@msu.edu. The Office of the University Ombudsperson is an independent, neutral, informal and confidential resource and does not accept formal complaints, nor does it provide notice to the University."

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MSU SYLLABUS CHECKLIST

Resources

Chapman, S. (n.d.). *Teaching tip: Getting students to read the course syllabus.* Retrieved July 3, 2012, from
http://teaching.colostate.edu/tips/pdf/tip50.pdf.

Chickering, A. W. & Gamson, Z. F. (1987, March). Seven principles for good practice in undergraduate education. 3(7),
AAHE Bulltein, 3-7.

Davis, B.G. (2009). *Tools for teaching* (2nd Ed.). San Francisco, CA: Jossey-Bass.

DeZure, D. (1998, April). Constructing syllabi that integrate new approaches to instruction: A balancing act. *Whys and
Ways of Teaching. 8*(2), 1 – 9. Ann Arbor, MI: Eastern Michigan University

Doig, K. (2009, November 12). *Your course syllabus: It's more than a schedule.* Presented for the Center for Research
on College Science Teaching and Learning, Michigan State University, East Lansing, MI.

Nilson, L. B. (2003). *Teaching at its best: A research-based resource for college instructors* (2nd ed.). Bolton, MA: Anker
Publishing Company, Inc.

Nilson, L. B. (2007). *The graphic syllabus and the outcomes map: Communicating your course.* San Francisco: John
Wiley & Sons, Inc.

Resource Links

Higher Education Opportunity Act (2008): http://www2.ed.gov/policy/highered/leg/hea08/index.html

MSU Code of Teaching Responsibility: http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=514 Office of
the Ombudsperson: https://www.msu.edu/~ombud/

MSU Office of the Registrar: Academic Programs – General Information, Policies, Procedures and Regulations:
http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s494

MSU AAN Online Instructional Resources – Syllabus Design: http://fod.msu.edu/oir/syllabus-design

MSU Undergraduate Learning: http://undergrad.msu.edu/programs/learninggoals

MSU IT – Teaching & Learning: https://tech.msu.edu/teaching/

MSU Accessible Syllabus template: http://www.webaccess.msu.edu/templates/index.html