Creating a Syllabus for Your Non-Credit Course

A syllabus is required for all academic courses taught at UM. We’ve found it advisable to have a prepared syllabus for non-credit courses as well, as a road map through the course for both instructor and students. Whether the syllabus is given to students in class is up to the instructor, but it is a required component of the proposal. Remember: the more you can tell us about your course, the easier it will be for us to promote it.

When preparing your syllabus, please include the following information:

1. Course Title
2. Instructor Name(s)
3. Term in which the course is to be offered
4. One paragraph overview of the course
5. Expected student learning outcomes (what will students be able to do after the course that they were not able to do before?)
6. Schedule of topics to be covered in the course and learning activities, if applicable
7. Course materials and readings and whether they are “required” or “recommended.”

Because this is a non-credit course, there will be no testing and no grading. Homework assignments can and should be given as long as they are relevant and brief, in keeping with the overall length of the course.