

Course Syllabus Guidelines for Brandeis School of Law

Every faculty member who teaches in the Louis D. Brandeis must distribute a syllabus in each of the courses he or she teaches. This must be done during the first week each course meets.

Syllabi normally include the following:

1. The course title and number, as well as the location and hours of class meetings.
2. The instructor's name, e-mail address, office location and phone number, and office hours.
3. A statement of the objectives and the learning outcomes of the course.
4. A listing of course textbooks and other course materials, and an indication of course requirements (e.g., number of tests during the semester, writing assignments). Useful web sites and other research tools might also be included.
5. A course schedule, including such things as due dates for reading and writing assignments, and test dates.
6. A clear explanation of grading standards and procedures.
7. Any particular policies the instructor may want to articulate in addition to, or as refinements of, policies stated in the University Redbook, the Brandeis School of Law Student Handbook, or other university documents. For example, an instructor may wish to adopt a particular policy concerning collaboration or late work. It is important, of course, that no policy adopted by an instructor be contrary to university, law school or ABA policies.
8. A statement that the instructor reserves the right to make changes in the syllabus when necessary to meet learning objectives, to compensate for missed classes, or for similar reasons. The student should be informed in writing of any necessary changes in assignments, requirements, or methods of grading during the semester with the reasons for such changes. All classes must be made up because classes are scheduled for the minimum number of minutes required by the ABA.