

Oklahoma State University Institute of Technology  
Common Syllabus Guidelines

Please use the following guidelines when adapting the syllabus template to your course:

1. The use of *italics* in the template indicates an area where you should remove the instructions and add your specific information. Your specific information should not be in italics.

Example:

Before – **Type of course:** (*Theory, Theory/Lab or Lab*).

After – **Type of course:** Theory

2. If you do not use a section of the syllabus, delete the italicized instructions and replace with N/A.

Example:

Before – **Uniform/Tools:** *Description of uniform and quantity needed; tools required*

After – **Uniform/Tools:** N/A

3. Do not use an excessive amount of **color** or ALL CAPS.  
A useful tool to check your syllabus for color issues: <http://colororacle.org/>
4. Do not change the order of items in the syllabus template.
5. Do not remove any items from the syllabus template.
6. You may add additional items specific to your course.
7. Save your syllabus as a pdf file before uploading.

When complete, upload your syllabus to [http://go.osuit.edu/employees/syllabus\\_management](http://go.osuit.edu/employees/syllabus_management) **and** your Online Classroom (Brightspace) prior to the start of each course.

The Syllabus Attachment should be provided to your students in one or more of the following methods:

1. Upload the pdf to your Online Classroom (Brightspace).
2. Add the link to your Online Classroom (Brightspace).
3. Direct students to the link found near the end of the common syllabus.
4. Disseminate a paper copy (least preferred method).

If you need assistance, please contact your dean or the center.