The New CoursePlus Syllabus Tool (Released 4th Term 2012-2013)

The new tool is part of the School's effort to capture and standardize course information as we work towards accreditation. Additionally it's designed to make it easier for faculty to design syllabi, incorporate elements from the School's Catalog Database, and eliminate the need for a separate syllabus document (all sections, with the exception of Disability Support Services, can be edited).

Overview:
The following fields are automatically imported from the Catalog Database:
- Course Description
- Course Learning Objectives
- Methods of Assessment
- Intended Audience
- Prerequisites
- Required Text(s)
- Schedule and room location information (room location imported from scheduling database on the first day of class)

You can edit all of the Catalog Database sections. Note that your changes are not linked with the Catalog Database, so the catalog will need to be updated through the JHSPH Course System (see link: Submit/Modify a JHSPH Course from My JHSPH).

In addition to the sections above, we recommend you include the following sections in your syllabus:
- Course Welcome/Overview
- Course Topics/Format
- Course Outline (Note: If you use the Class Sessions tool, this information will automatically appear in the print version of your syllabus)
- Assignment Descriptions and Guidelines
- Estimated Workload
- Exam Format (if exams are used)
- Grading Policy/Scales
- Instructional Technologies that will be used (software like SAS, tools like VoiceThread, etc.)
- Reading List if not incorporated with Class Sessions tool or posted elsewhere

The Syllabus Tool lists other sections that may be useful. Additionally, you can create your own sections and rename any of the pre-defined sections above. Sections can include web links, links to the Online Library, images, etc.

Additional CoursePlus Tips
- If you think you left something out when you updated your syllabus, you can view your old syllabus (click on Old Syllabus link on top right)
- If you post a file to the Online Library, you can link it to a Class Session so that it will appear under the appropriate session, even if you don’t create a folder for each session.
- Don’t know if your students are actually completing course readings? Use the Show Tracking Tool to look at number of downloads. You can also view downloads for each document by student.