SYLLABUS ORGANIZATION FOR OUTSTANDING OUTCOMES WORKSHOP
Sherese A. Mitchell, Ed.D. (Hostos Community College, New York)
March 1, 2014

Workshop Agenda  (Kindly check each focus after completed)

I. Session Description and Discussion

II. Student Feedback & Samples

III. Purpose & Contents

IV. Objectives & Checklists

III. Enhancement and Revision of your syllabi

IV. Q&A

Agenda Checklist…………………………………………………………..……………1
Power Point……………………………………………………….……….…………….2
Additional Notes Sheet……………………………………………………..…………..6
Sample Page from Syllabus………………………………………………….…………7
Syllabus Organization Word Search…………………………………………..8
SYL 101  **Section 205WI**  Syllabus Organization for Outstanding Outcomes

Instructor: Dr. Sherese A. Mitchell  
Meetings: Mondays 4:00-5:15 p.m.  
Contact Information:  
(718) 518-4413  
Office: A-107M  

Office Hours:  **T&TH** 9:00-10:00 a.m.,  **M & W** 10:00-11:00 a.m., & by appointment

**Course Description:**  
This course will help students enhance their syllabi and encourage their students to feel comfortable utilizing it. Pupils will also have an opportunity to evaluate and revise their own syllabi.

**Course Objectives:**  
As a result of the course students will be able to do the following:

- *identify* the purpose of a syllabus
- *name* at least 1 benefit for the student and professor
- *evaluate and revise* their current syllabi based on the concepts taught.
- *eliminate* at least 1 negotiable item from their syllabi
- *incorporate* at least 1 additional aspect to existing syllabi to meet the needs of their students and themselves.


**Course Requirements:**

1. **Attitude** (Meaningful class participation & **Punctuality**)  
2. In-class activities(discussion group sessions, processing sessions)  
3. Papers & Presentations (Revised Syllabus/ Syllabi Analysis)

![Chart showing distribution of course requirements](image)
Use this sheet to take additional notes:

<table>
<thead>
<tr>
<th>Components</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strategies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Syllabus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>