

## Instructions: Syllabus 1

Follow these instructions to modify the Syllabus 1 Word document. For additional assistance, please contact the Center for Teaching & Learning Design (CTLD) by email at [ctld@stockton.edu](mailto:ctld@stockton.edu) or phone at (609) 626-3828.

### Title Page

- Click to replace course and contact information.

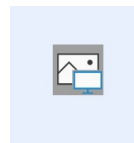
Table of Contents	
Course Description .....	2
Course Objectives.....	3
Student Learning Outcomes.....	3
Accreditation Standards.....	3

- The Table of Contents must be updated periodically. Refer to instructions provided below.

- Click on the **Table of Contents**.
- Click on **Update Table**.
- Select **Update entire table** and click on **OK**.

- To add your picture or another image to the syllabus.

- Click on the blue frame and select **From a File**.
- Locate your picture and click **Insert**.



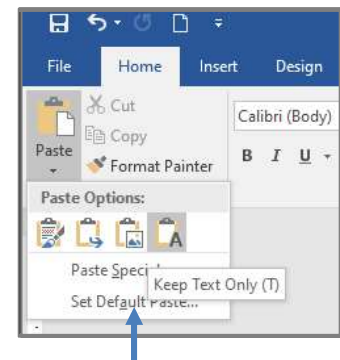
- If not using the picture option, you may delete the box.

### General Instructions

- Text highlighted in yellow** indicates course specific content that must be added to the syllabus.

- You may type information by selecting the yellow highlighted area. If any highlighting remains, remove it by selecting the highlighted words and under the highlighting tool click **No Color**

- You may use the Copy & Paste feature to bring information into the syllabus document. When pasting, click on the down arrow under **Paste** in the **Home** tab, and select **Keep text only (T)**. This ensures that you are only copying the text, not the formatting from the source document.



- Text highlighted in blue** offers important instructions. You should delete these instructions once you complete the section by selecting the instructions and using the **Delete** or **Backspace** key.
- Wording provided for policies and resources should be carefully reviewed and modified to meet your pedagogical needs even if the wording is not highlighted.
- You may delete any sections or add sections to the document.

Kindly provide feedback on your experience using the syllabus document at

[https://stockton.co1.qualtrics.com/jfe/form/SV\\_b7yTjQuRQBDSmR7](https://stockton.co1.qualtrics.com/jfe/form/SV_b7yTjQuRQBDSmR7)