

Syllabus Instructions

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

Please note that Tables were utilized to format the content and images in this document.

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
Essential Learning Outcomes	3

- The Table of Contents must be updated periodically. Follow the instructions provided below.

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

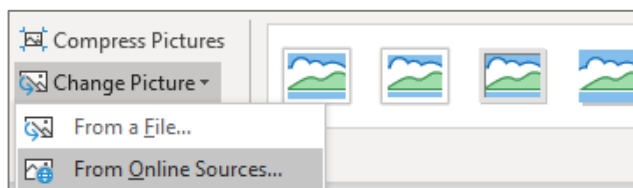
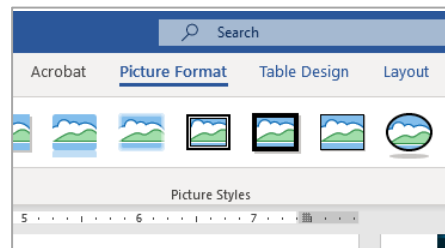
- To add your picture to the syllabus.

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

Faculty Name: First & Last
 Phone: (609) 999-9999
 E-mail: first.last@stockton.edu
 Office Hours: Enter days and times or by appointment (Use your e-mail address, MS Booking or Calendly)

- Replace the main picture with one that fits the theme of your course.

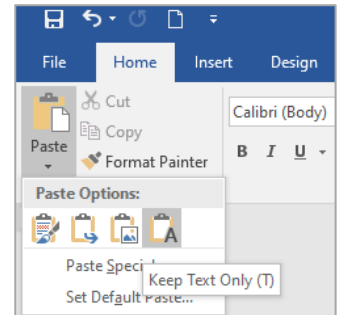
- Click on the picture to select it.
- On the Ribbon (top), click on **Picture Format**.
- Click on **Change Picture** and **From Online Sources**.
- Search for an image, select it and click on **Insert**.



General Instructions

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

1. 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**
2. 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
