**SYLLABUS TEMPLATE  
SYLLABUS OUTLINE**

**Instructor’s Name:**

**Email address that you check frequently:**

**Telephone Number:**

**Hofstra Secretary’s name and office number:**

**[COURSE NAME] SYLLABUS**

**Purpose of the Course:** The purpose of this course is **[insert relevant text**]. By the end of the course, you should be able to **[insert].**

**Course Materials:** During the semester, we will be using the following course materials:

**Classes:** This class is scheduled to meet for [insert] hours per week, on [insert days and times].

**Attendance Policy.** The rules of the New York State Court of Appeals, the American Bar Association, and the Law School all require law students to be in good and regular attendance in the courses for which they are registered. To comply with these rules, you must attend at least 85% of your regularly scheduled classes. A student enrolled in a two-credit course may thus miss no more than two 100-minute class sessions (in other words, two regularly scheduled classes).[ Revise this section if your class is not a two-credit class].

I will provide sign-in sheets for each regularly scheduled class, which shall be the dispositive evidence regarding your absence from a given class. Each student is responsible for signing in. Falsification of sign-in sheets is a violation of the Code of Academic Conduct.

If you exceed the permitted absences by failing to sign in, you will be administratively withdrawn from the course. No prior notice may be given, and you will receive notification from the Office of Academic Records indicating the withdrawal. Any such withdrawal may have serious ramifications for your financial aid, academic standing, and date of graduation. If you are excessively absent from several classes, you may face additional sanctions, including but not limited to denial of certification of good and regular attendance to the New York State Board of Law Examiners, or other state bar examiners.

If you believe you must be absent from class for more than the permitted number of classes, you should contact the Office of Student Affairs as soon as possible. Accommodations will be made for students who must be absent for religious reasons and in cases of truly compelling hardship. Any request for an exception made to the Office of Student Affairs must be accompanied with appropriate documentation.

**Lateness:** Students are expected to be on time to class. However, it is better to come to class late than not at all. You may walk in late if you have a good reason, as long as you don’t abuse this privilege.

**“TWEN” (The West Education Network):** I have set up a course page for this class on TWEN. TWEN gives me a quick way to reach all of you with any announcements, Syllabus changes, handout materials, interesting links, etc. It also gives me a way to extend class discussion beyond the classroom hours. *You must register for this course on TWEN by [insert date].*

**Learning Outcomes**:. You must include learning objectives in your syllabus; doing so is a requirement of both ABA Standards and law school policy. While you have some latitude in drafting the learning outcomes, the faculty passed a resolution which mandates that “[t]he list of learning outcomes mustinclude one or more of the outcomes from the Law School’s adopted list, as well as any additional learning outcomes identified by the faculty member for the particular course.”

**Expected Student Workload:** The American Bar Association requires that you spend at least eight hours per week, on average,outside of clas***s*** studying for this 4-credit course. This is in addition to the four hours a week we spend in class.  (The ABA has a formula for determining the requirement.  In other courses, the required number of out-of-class hours may be different.

**[Note to Adjuncts: This is suggested language is for a four credit, final examination course. Please be sure to change the language for courses of different credits. You must describe the substance of the number of hours you expect the students to spend in and out of class working on your course in your course syllabus. Whatever language you choose please base it on an evaluation of your syllabus to ensure a reasonable approximation to the two hour per week per credit out-of-class student work standard. By submitting your syllabus for distribution to students you are, in effect, certifying that you have conducted this evaluation.]**

**Expected Student Workload:**The American Bar Association requires that you spend at least four hours per week outside of clas***s*** studying for this 2-credit course. This is an average amount of time required for out of class work per week over the course of the semester. The time you will spend throughout the semester reviewing the readings below and researching, drafting and revising the final paper for this course will satisfy (and likely exceed) that time commitment. This is in addition to the two hours of class time.

**[Note to Adjuncts: This suggested language is for a two credit, paper course without a final exam. Please be sure to change the language for courses of different credits. You must describe the substance of the number of hours you expect the students to spend in and out of class working on your course in your course syllabus. Whatever language you choose please base it on an evaluation of your syllabus to ensure a reasonable approximation to the two hour per week per credit out-of-class student work standard. By submitting your syllabus for distribution to students you are, in effect, certifying that you have conducted this evaluation.]**

**Final Grade for the Course:** The final grade for the course will be determined as follows: [**Note: if class preparation and participation counts, this would be the place to indicate that. Please also note that if you choose to allow students to make a choice as to whether they will prepare a paper or take an exam, it is important to indicate a date certain early in the semester by which they must make that choice in writing. This will avoid problems later on.]**

**Final Exam:** **[insert if appropriate]** The final exam may consist of [insert; for example essays, short answers, multiple choice questions or some combination thereof]. I will provide more information about the final later in the semester.

**Final Paper:** [insert if appropriate] Students who choose to write a paper in this class in order to fulfill Writing Requirement II should so specify when they submit their proposed topics. Students who elect to write a paper must adhere to the following schedule:

**[insert date]** Proposed topic submitted

**[insert date]** Initial draft due

**[insert date]**  Final paper due [It is generally best to select a date shortly before classes end]

In order to comply with Writing Requirement II, you must write a substantial research paper, which involves legal analysis, legal reasoning and/or philosophical reflection. The paper must be at least 20 pages, and you must receive a grade of at least C+. The entire text of your paper must be double spaced with 1” margins on all sides. Font should be 12 point, Times New Roman. Footnotes should be identified in the text by superscript numbers. All papers are expected to conform with *The Bluebook: A Uniforms System of Citation (18th ed.).* **[Note to Adjuncts: In order to satisfy Writing Requirement II, you must give feedback on both an initial draft or outline and a final draft of the paper. Adjuncts are not permitted to supervise Writing I papers.]**

**[Insert additional information here, such as suggestions on how to choose a topic.]**

**Computer Policy:** Computers are to be used during class for taking notes and no other purpose. They are not to be used to “surf the net” or send email or instant messages. Violations of this rule may lead to you being prohibited from using a laptop during class.

**Communications:** The best way to communicate with me is by [**insert]**. I will get back to you within 24 hours. While I do not maintain regular office hours, if you need to speak with me in person, we can set up an appointment either before or after class.

**ASSIGNMENT SCHEDULE**

**[Adjuncts, students are generally very appreciative when you provide them with an assignment schedule that gives them an overview of the upcoming sessions both in terms of subject matter and work assigned. While you don’t necessarily have to give the schedule for the entire semester at the beginning of the semester, it is best to give assignments at least 2-3 weeks out.]**

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| **Class** | **Date** | **Topic** | **Assignment** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
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| **14** |  |  |  |