

## Instructions: Syllabus 2

Follow these instructions to modify the Syllabus 2 Word document. For additional assistance, please contact the Center for Teaching & Learning Design (CTLTD) by email at [ctld@stockton.edu](mailto: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**.

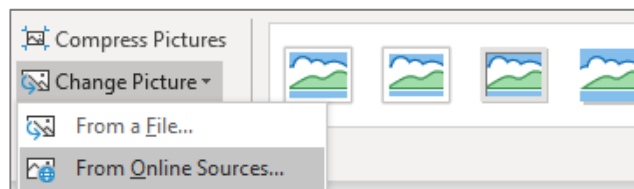
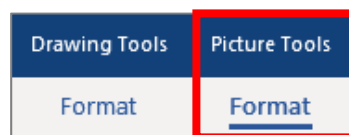


Click and enter School Name

Faculty Name: Enter First & Last  
 Phone: Enter phone #  
 E-mail: Enter first.last@stockton.edu  
 Office Location: Enter your office #  
 Office Hours: Enter hours (e.g. MWF – 2:00 pm to 3:25 pm)  
 Program: Enter Program  
 School Location: Enter your office #  
 Contact Name: Enter First and Last  
 Phone: Enter phone #  
 E-mail: Enter first.last@stockton.edu

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

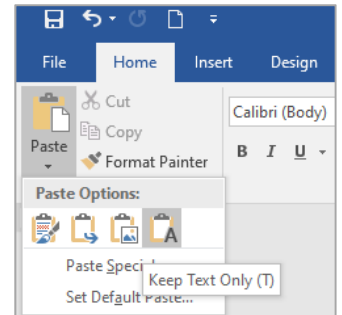
- Click on the picture to select it.
- On the Ribbon (top), click on **Format** under **Picture Tools**.
- Click on **Change Picture** and **From Online Sources**.
- Search for an image, select it and click on **Insert**.
- Right click on the new image, point at the right arrow next to **Send to Back** and click on **Send to Back**.



## 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.

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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)

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