



CET Syllabus System

CET's Syllabus System has successfully been in place for a number of years. Developed to fulfill both our own and our US partner needs, there are two versions of syllabi for all CET courses — a *Syllabus of Record* and a *Term-specific Syllabus*. US academic departments and study abroad offices need to be able to review course content well in advance of student participation on a CET program, while on-site faculty need the flexibility to adjust their courses each term. Both types of syllabi formats work in tandem with one another, as outlined in the following descriptions.

Syllabi of Record

The Syllabus of Record provides information including a brief course description, learning objectives, methods of assessment, outline of content, and typical readings. Syllabi of Record, as “timeless” documents, are not particular to any one term. This means they do not contain term-specific details and are accessible on the CET website year-round – not just before the term begins. Each Syllabus of Record is reviewed and updated on an ongoing basis so that it remains current as well as accurately represents the course as it is taught each term.

Term-specific Syllabi

Once on-site, students access the *Term-specific Syllabus* in Canvas for each course in which they are enrolled. This syllabus is specific to a particular term and faculty instructor. All readings, assessments, field study course components, and due dates are detailed, along with attendance requirements and faculty-specific course policies. The Term-specific Syllabus is similar to what students are accustomed to receiving in courses on their home campus.

Note: CET does not provide syllabi for direct-enroll courses taken at local institutions. For these courses, CET provides a link from our website to the relevant host institution department or course list (if available).