Instructions for Using the Syllabus Template

The syllabus template includes the required components as indicated in UAM Syllabus Policy (see UAM 6,501.) The components or sections of the syllabus can be rearranged, removed, or modified to best fit your course and teaching style.

The orange text serves as a placeholder to indicate information needed. This is the information you need to change. Please replace the orange text with your own text, and change the text color accordingly.

The syllabus includes some common language to describe university policies and services. Please read these sections and change language to fit your course needs.

The syllabus template also includes a header, which you can change or delete. Double-click the header area to edit it.

Copy-Paste the text in your existing syllabus

You can replace the text on this template with your existing syllabus using copy and paste function in Word. Save this template on your computer first. With both your existing syllabus and this template open,

a) Highlight one section of the text from your existing syllabus and click on Copy (or press Ctrl and C on the keyboard simultaneously).

b) Highlight the corresponding orange text on this template that you want to replace, right-click anywhere inside the highlighted area to bring up the menu, and choose Merge Formatting under Paste Options. The style and formatting of your pasted text will now match with the existing text and formatting on this template.

(Note: please do this one section at a time to keep the style and formatting on this template.)