



## CET Syllabus System

CET developed its Syllabus System in response to competing needs: US academic departments and study abroad offices need to be able to review course parameters well in advance of student participation on a CET program. On-site faculty need the flexibility to adjust their courses each term, aligning them with fluctuating resources and student learning requirements. To fulfill both of these needs, CET provides two syllabi—a *syllabus of record* and a *term syllabus*—for each course on its roster.

(CET does not provide syllabi for courses offered directly by the overseas host institution. For these courses, CET typically provides a link to the appropriate host institution webpage or resources.)

### Syllabi of Record

CET maintains a *syllabus of record* for each course. The syllabus of record provides a course's general description, learning goals, outline and probable methods of assessment and bibliography. Syllabi of record, as "timeless" documents, are not particular to any one term. This means that 1) these documents do not explain term-specific details such as due dates, excursions, etc., and 2) they are available for download on the CET website year round, and not merely a few weeks or months before the program begins.

Each syllabus of record is updated annually so that the course is accurately reflected and its general methodology and position within the program's curriculum are clear to US faculty and study abroad administrators.

### Term Syllabi

Once on site, students receive a *term syllabus* for each course in which they are enrolled. A term syllabus, unlike its syllabus of record counterpart, is specific to one particular term. All readings, assignments, excursions, due dates, etc. are detailed. A CET term syllabus is similar to what students are accustomed to receiving from faculty on their home campuses.

A course's term syllabus works in tandem with its syllabus of record. The former reflects the same general outline and learning goals of the latter, while also filling in the gaps of information by providing a detailed look at how the course will be rendered in one specific term.

### Questions

CET instituted its Syllabus System in 2009, and the system has worked successfully since then. If you have questions or comments about syllabi or academics at CET, please contact us at 1.800.225.4262.