

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: adding fresh readings, adjusting assignments, and incorporating new field-based components. 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 direct-enroll courses. For these courses, CET typically provides a link to the relevant host institution department or course list.)

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 of content, and typical readings, requirements, and methods of assessment. Syllabi of record, as "timeless" documents, are not particular to any one term. This means that 1) these documents do not contain term-specific details such as exam dates, field-based course components, or assignments, and 2) they are available for download on the CET website year-round, not merely a few weeks or months before the program begins.

Each syllabus of record is updated annually so that it accurately represents the course as it is taught each term.

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, field-based course components, and due dates 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, goals, and expectations as the latter, while also providing additional details on the actual academic work performed in the given 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.