Sample Syllabus

Are you wondering how to submit your course requests to Reserves? Reserves staff’s favorite submission format is a syllabus, sent to reserves@jhu.edu. Organized with full citations and assignment dates, the syllabus allows staff to find assignment sources quickly and prioritize your earliest assignments. You may not see all of your readings and sources appear on electronic reserve and book reserve indexes by the beginning of the semester, but your syllabus allows us to stay organized and continue to add new readings and sources ahead of assignment dates.

The following snapshot illustrates the information we look for on a syllabus. Please note the clear separation of the citations to enhance legibility, by numbering and through the use of whitespace.

Course Information:

Instructor: [Your Name and JHED ID]

Course Number: [Please include section number(s)]

Semester: [Please include course start and end dates if they vary from normal semester]

Email:

TA: [Name, JHED ID, and email]

Required book:


Calendar:
