



Constructing a Useful Syllabus

“The syllabus should be a complete guide to the course, a roadmap that helps the student understand what is expected of them, what they will learn, when and how they will learn it, and how they will use what they’ve learned.”

Program Syllabus Model

A standard template or model syllabus for the health information program is required by CAHIIM. Uniform or standard syllabi for an academic program provides the student with a consistent message of educational expectations and an organized approach to learning.

What Makes a Useful Syllabus

- Fully informs the student what to expect in the course, when it will happen, and how it fits with the overall outcomes of the program
- Contains course number, title, description
- Prerequisites and/or co-requisites
- Faculty name, email/contact information, office hours
- Course objectives that respond to the statement: *“At the conclusion of this course the HIM/HI student will be able to.....”*
 - Information that builds on the knowledge clusters, at the required taxonomy levels
 - Describes what the student will be able to do or to know at the conclusion of an activity or unit of study
- List of the AHIMA-relevant Curriculum Competencies – can be a matrix of all competencies and the courses in which they are addressed appended to syllabi or place the relevant curriculum competencies within each syllabus
- Attendance policy, grading system, other institution policies relevant to a course
- Course Outline/Class Schedule:
 - Label the specific class topics
 - Describe/title each laboratory assignment, homework, project, paper or other deliverables – tell the student what topics they will cover in a class session
 - Dates of quizzes, tests, mid-term, final exam
- Special requirements for the course such as technology or resources needed, login codes, off-site tours
- Extra costs such as lab fees, transportation, pre-PPE required physical exam, inoculations
- Textbook(s), reading assignments, other resources required