



## 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?

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.

A useful syllabus contains the following:

- Course numbers, titles, and description
- Prerequisites and/or co-requisites
- Faculty names email/contact information, and 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
- AHIMA-relevant Curriculum Competencies: 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 and offsite tours
  - Extra costs such as lab fees, transportation, pre-PPE required physical exam, and inoculations
  - Textbook(s), reading assignments, and other resources required to complete the course