

2018 Guidelines for Course Syllabus Materials

1. Files should be submitted in PDF file format. Pages should have one inch margins on all sides. The preferred font is Arial, 12 point. Hyperlinks should be active since most students will be receiving their course materials in digital format.
2. File names should reflect the Course Number, Day and Time of the Session, and Session Presenter- first initial and last name, for example:

1M1400_RKoford.pdf

1 = Course 1

M = Monday (using S, M, T, W, R as the days of the week)

1400 = 2:00 pm session (using military time - <http://www.militarytimechart.com>)

RKoford = Rebecca Koford

3. Please submit one file per session, if at all possible. We know that there will be circumstances where this just isn't possible. In those cases, for each of the files include a number in the file name to indicate the order in which you would like them to appear in the course syllabus, for example:

1M0800_RKoford_1.pdf

1M0800_RKoford_2.pdf

1M0800_RKoford_3.pdf

4. The course syllabus will be provided to students in digital format so color and page size variation will be acceptable. However, we will also provide the option to purchase a print version of the course syllabus. For that reason, our preference is for items that are to be printed on 8 ½ x 11 paper, but we can do selected pages in legal and 11 x 17 when necessary. In order to have pages printed on larger paper, please specify size in the file name, for example:

1M0800_RKoford_1_Legal.pdf

1M0800_RKoford_1_11x17.pdf

Pages with color sections will simply be printed in black and white for printed syllabi.

5. The IGHR Syllabus Committee will add consecutive page numbers on the outer edge of the footer at .5 inches, for example, 12 | IGHR 2018 and IGHR 2018 | 13.
6. Materials should be submitted as a ZIP file or individual email attachments to the IGHR Syllabus Committee Chair, ighrsyllabus@gagensociety.org.
7. **The deadline for the IGHR Syllabus Committee to receive materials in order for them to be included in the course syllabus is 31 March 2018.** We cannot guarantee that any materials received after this date will be included. If you send materials after the deadline, we will let you know within 48 hours if the additional materials will be included in the course syllabus.

Late materials that we are unable to include in the syllabus will be your responsibility to copy for your class at your own expense.