

2019 Guidelines for Course Syllabus Materials

- Files should be submitted in **PDF** file format. Pages should have **one inch margins** on all sides. Font and font size are up to you; however, please keep in mind that some of our attendees have compromised vision. **Hyperlinks should be active** since students will be receiving course materials in digital format. Please be sure your **name and the session title** are **prominently displayed on the first page** of the syllabus material for each session you are teaching. It is also recommended that you include a notice of copyright (on at least the first page) and your name and the session title on every page.
- The IGHR Syllabus Committee will add consecutive page numbers on the outer edge of the footer at .5 inches**, for example, 12 | IGHR 2019 and IGHR 2019 | 13. You may include your own page numbers for your session, for example 1 of 5, 2 of 5, etc., as long as it is not in the outer edge of the footer at .5 inches.
- File names** should reflect the **Course Number, Day and Time** of the Session, **Session Instructor** - first initial and last name, and minimally a **keyword or phrase** describing the session topic, for example:

1M1445_RKoford_Project Management.pdf

1 = Course 1

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

1445 = 2:45 pm session (please use military time)

RKoford = instructor for this session, Rebecca Koford

Project Management = session description (keyword or phrase)

Standard Time	Military Time
8:00 a.m.	0800
8:30 a.m.	0830
10:15 a.m.	1015
1:00 a.m.	1300
2:45 a.m.	1445
4:15 a.m.	1615

4. 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:

1T0830_RKoford_1_Handwriting.pdf

1T0830_RKoford_2_Handwriting.pdf

1T0830_RKoford_3_Handwriting.pdf

5. 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:

1T1300_RKoford_Land_legal.pdf

1T1615_RKoford_Probate_11x17.pdf

In most cases, pages with color sections will be printed in black and white for printed syllabi.

6. Materials should be submitted as email attachments to the IGHR Syllabus Committee Chair, ighrsyllabus@gagensociety.org. You may submit multiple files per email. Zip files are also acceptable.
7. **The deadline for the IGHR Syllabus Committee to receive materials in order for them to be included in the course syllabus is 20 May 2019.** 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 syllabus materials for your session that we are unable to include in the syllabus will be your responsibility to copy at your own expense.

8. Handouts and/or worksheets to be distributed in class should be sent in a separate email from material to be included in the course syllabus. (This is usually material you do not want students to see in advance or a worksheet students will use during the course.) **The deadline for the IGHR Syllabus Committee to receive handout and/or worksheet materials to be copied for student use is 1 July 2019.** Copies will be distributed during the faculty meeting following IGHR Orientation.
9. Questions should be sent to ighrsyllabus@gagensociety.org.