



Frequently Asked Questions

Syllabi

June 2024

1. What is a syllabus?

- A document that communicates information about a course or class that defines expectations and responsibilities
- An overview or summary of the curriculum
- Covers portions of a topic in a subject

2. What is the purpose of a syllabus?

- Outlines subjects or topics in a course
- Provides information about a course and informs students what will happen should they fail to meet course expectations
- Sets expectations of the course for students and instructors
- Provides a roadmap for the course intended to guide learning
- Establishes goals and objectives which specify the knowledge, skills, and abilities students are to accomplish by the end of the course
- Outlines the framework for how students will be assessed and graded
- Promotes transparency by communicating course policies
- Serves as a reference for course information, including key points of contact, office hours, and required materials (books, computer access, software, etc.)

3. Our program is considered one course and runs academy style. Do I need to have more than one syllabus for the Paramedic program?

At a minimum, there must be a syllabus for each of the following program components:

- Didactic
- Laboratory
- Clinical
- Field experience
- Capstone field internship

4. Do I need to have more than one syllabus for the AEMT program?

Similar to the Paramedic program, there should be a syllabus that details each of the program components.

5. What is required to be included in a syllabus?

The CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* requires that the following are included in each syllabus:

- Course description
- Course objectives
- Methods of evaluation
- Topic outline (as applicable to the course content)
- Competencies required for graduation/program completion

6. What are the primary elements of a syllabus?

- Goals and objectives: what the student will know, do, and appreciate
- Educational activities: how and where learning will occur
- Assessment: determination of learning success (grading) and opportunities for remediation

7. What are the components of an effective syllabus?

- Course description
- Hours and days and times for the class sessions
- Prerequisites for this course/class
- Attendance requirements
- Credits (if applicable)
- Grading and assessment
 - Includes cognitive, psychomotor, and affective domains
 - Includes labs/skills
 - Quizzes and exams
 - Clinical, field experience or capstone field internship as applicable
- Due dates for assignments
- Course materials, requirements
 - Texts
 - Other required equipment or materials
 - Required electronic device(s)
 - Online access
- Course policies
 - Attendance
 - Other requirements for completion
 - Consequences for late or missed work
 - Technology required in the program
- Instructor contact information

8. Is a syllabus the same as a lesson plan?

No. A lesson plan is a document developed by and for the instructor to provide a roadmap of what the students need to learn and how that goal will be accomplished.

9. What is the difference between a syllabus and a schedule?

A schedule details the times of the day, the days of the week, and the topics for each class session. The schedule is adjusted for each class and does not substitute for a syllabus.

10. How often does a syllabus need to be updated?

Syllabi should be reviewed before each new course for updates as needed. Note the date of review in the document so that everyone is using the most current version of the document. The medical director should review and approve syllabi related to curriculum changes.

11. Our Paramedic or AEMT program has a detailed student handbook that includes information on fair practices such as accreditation, diversity and discrimination, academic integrity, technical standards, learning resources, ADA accommodations, policies regarding payment and withdrawal, dress code, use of electronic equipment, health, drugs and alcohol, injury reporting, academic progress and academic probation, student conduct, conflict resolution, patient confidentiality, use of social media, graduation/completion requirements, considerations for events that cannot be reasonably anticipated or controlled, and other program policies. The students sign for receipt of the handbook. Do we need to repeat this information in each syllabus for the course?

Your program sponsor may require that this information be included in each syllabus. It is not required in the CAAHEP *Standards*.

12. Are students required to sign for receipt of each syllabus?

Student signature for receipt/acknowledgement of the syllabus is a best practice and is at the program's discretion.

13. Do I have to use the template or format for our syllabi found on the CoAEMSP website?

No, you can use any template or format your program sponsor provides or develop your own style.

14. Bonus question: Where did the term syllabus originate?

In Latin, a syllabus is a 'list'