

KF-SCIS Simple Syllabus Guidelines

Beginning in the Fall of 2025, Florida International University will be requiring all faculty to use SimpleSyllabus as the format for their course syllabi.

SimpleSyllabus is a format that up to this point, has been used for University Core Curriculum (UCC) courses. Faculty can currently find SimpleSyllabus templates for their courses at the following link: <http://fiu.simplesyllabus.com>.

This document has been assembled in April 2025 as a handbook to guide KF-SCIS faculty in assembling their SimpleSyllabus content. Questions regarding this document should be directed to Associate Director Trevor Cickovski (tcickovs@cs.fiu.edu).

Resources

Other resources that have been provided by the University, as of the time of this document:

Resource	Link
SimpleSyllabus Events	https://calendar.fiu.edu/search/events?search=simple+syllabus
How-To Videos	https://edtech.fiu.edu/howtos_simple

KF-SCIS Template

For KF-SCIS syllabi, a total of 27 components will be available by default. Those components are listed in the table on the last page of this document.

Not all of the components are required, however, and in many cases, faculty can control the content of these components, in addition to the audience that can view this content. These settings are controlled by two settings: Inclusion and Visibility. Note these settings vary, depending on if a course is UCC or Non-UCC.

Faculty also always have the ability to add new components to their individual SimpleSyllabus.

Inclusion

Inclusion refers to the ability of faculty to control: (1) the presence of the component, and (2) the content within the component. There are three modes here:

Mode	Meaning
Prepopulated	Component is required, and faculty cannot change the content (it is provided)
Required	Component is required, and the faculty can change the content
Optional	Component is not required, and faculty can change the content

If a component is “Optional”, faculty can choose to remove that component from their SimpleSyllabus. Required and optional components may also have default content available initially (this is only for additional guidance), but faculty have the ability to change that content.

Visibility

Visibility refers to the ability of the faculty to control the range of individuals that can view the content of the component. There are three modes here as well:

Mode	Meaning
Public	Open access to everyone regardless of FIU affiliation, University-enforced, faculty cannot change to private
Public	Open access to everyone regardless of FIU affiliation, non-University-enforced, faculty can change to private
Private	Accessible only to faculty member and students in the course.

Importantly, independent of the visibility mode, every component in a faculty member’s SimpleSyllabus will always be visible to the faculty and their students. Components that are private cannot be made public. University-enforced public material is far more common for UCC courses, which is enforced at the state level. This level of access on the Non-UCC side is restricted to prepopulated data that is public already and applies across all components (i.e. prerequisites, description, outcomes).

Common Operations

We provide guidance on what we anticipate to be the most common and basic operations for faculty when assembling their SimpleSyllabus – namely, editing a component, deleting a component, adding a component, and reordering components. For more sophisticated operations, we recommend you please reference the How-To Videos or attend relevant University event(s)/training sessions. Links to both are provided above under “Resources”.

Editing or Deleting a Component

Standard text-editing capabilities are available for every component in a course:

Policies

Visible
 Private

This component is optional.
If you would like to NOT have this appear on your syllabus move the toggle from "Visible" to Invisible".

Use this section to provide policies that you would like to include in your syllabus. We have included a few you may add or delete as you need.

If you wish to use an FIU policy verbatim you may go to the FIU Policies webpage, Faculty Handbook, or Student Handbook.

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Please review the [FIU's Policies webpage](#). The policies webpage contains essential information regarding guidelines relevant to all courses at FIU, as well as additional information about acceptable netiquette for online courses. For additional information, please visit [FIU's Policy and Procedure Library](#).

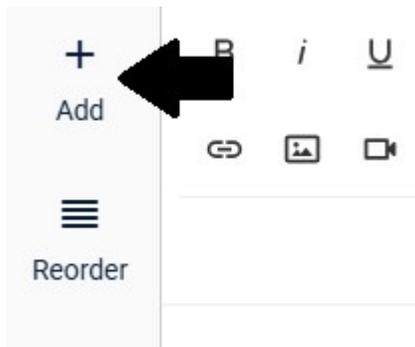
As a member of the FIU community, you are expected to be knowledgeable about the behavioral expectations set forth in the [FIU Student Conduct and Honor Code](#).

Characters : 462

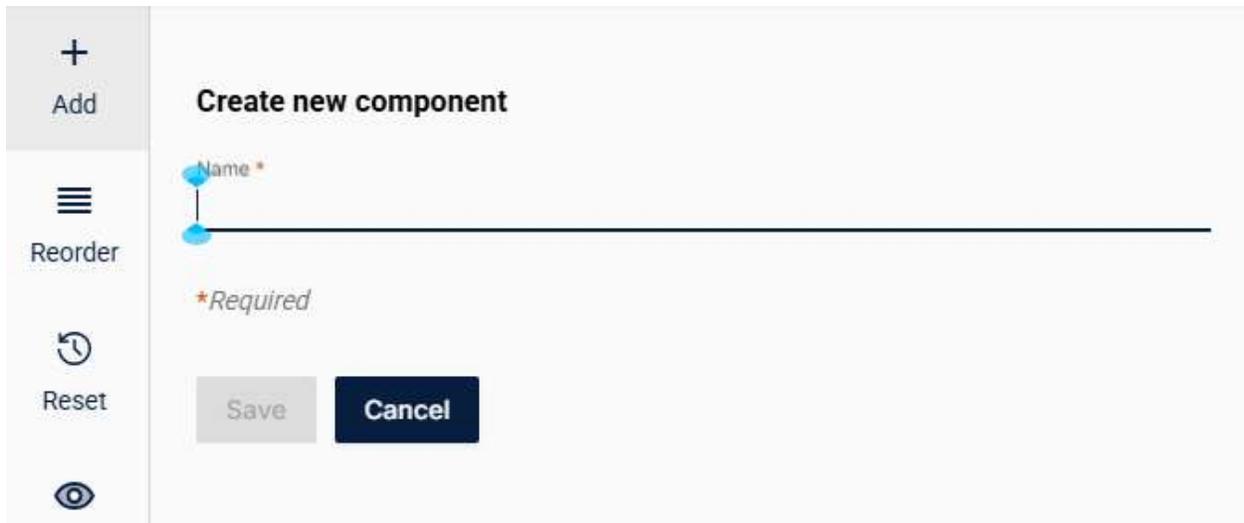
Note this particular component is Optional, and can be removed from a faculty’s syllabus by toggling “Visible” to “Invisible” (upper left corner). Additionally because the visibility is Private (and cannot be changed to Public), this setting is locked. If the component was non-University enforced Public, faculty would be able to toggle this setting to Private.

Adding a New Component

New components can be added by clicking “Add” on the upper left corner of the SimpleSyllabus:



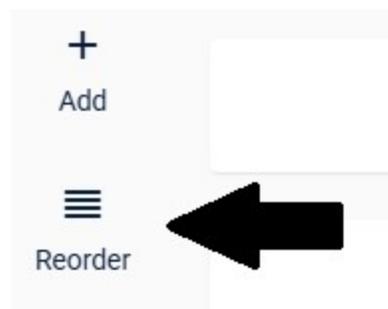
You will then be taken to a screen that allows you to create a new component:



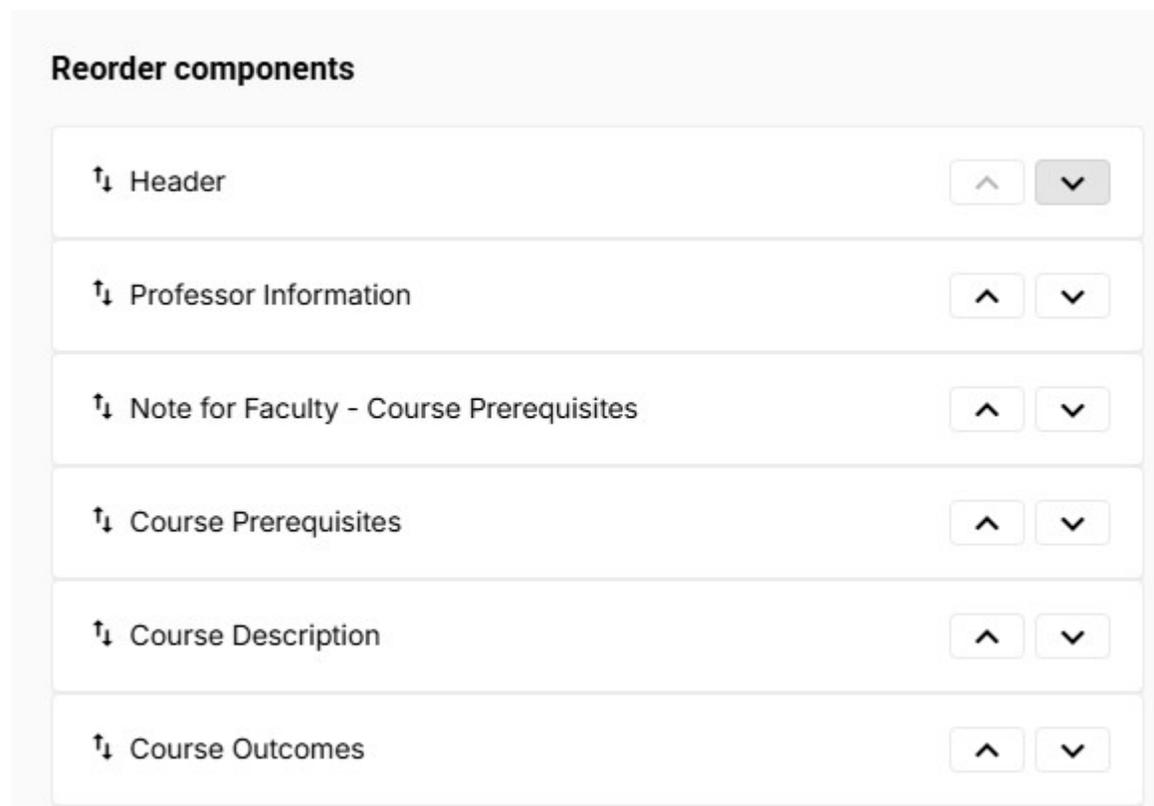
Once you provide a name for the component and click “Save”, the component will be available for you to edit (both content and visibility).

Reordering Components

Clicking “Reorder” will provide the ability to reorder components of your syllabus:



You will then be taken to a list of your current components:



Components can be moved up or down with the arrow keys, or also dragged by moving the mouse over the component.

KF-SCIS SimpleSyllabus Components

Component	UCC		Non-UCC			
	Inclusion	Visibility	Inclusion	Visibility		
Course Meeting Information	Prepopulated	Public	Prepopulated	Public		
Professor Information				Public		
Course Prerequisites				Public		
Course Description				Public		
Course Outcomes				Public		
Course Goals	Required	Public	Optional	Private		
Expectations			Private			
Assignments			Private			
Assessments			Private			
Grading			Private			
Textbook/Other Course Materials	Required	Public	Required	Public		
Other Course Materials/OER	Optional	Private	Optional	Private		
Course Communication						
Discussion Forums						
Zoom Video Conference						
Canvas Schedule						
Schedule						
Policies						
Technical Requirements and Skills						
Accessibility and Accommodation					Required	Required
Academic Integrity					Required	Required
Panthers Care & Counseling/Psych Services (CAPS)	Optional	Optional				
Copyright	Optional	Optional				
Proctored Exams	Required (only if you use them)	Public	Required (only if you use them)	Public		
Course Awards	Optional	Private	Optional	Private		
Course Description and Purpose	DO NOT USE					
Student Learning Outcomes/Objectives	DO NOT USE					