Please delete this file after reading. Do not upload this file with your dossier.

You may also upload Supplemental or Other Materials in this folder. Each college and discipline is different so please use your best judgment, but please follow an organized naming convention and method of organizing. Below are some examples you may find helpful:

To organize by academic year within your Syllabi folders:

22-23 AY
- 2022 Fall CourseNo Syllabus
- 2022 Fall CourseNo Syllabus
- 2022 Fall CourseNo Syllabus
- 2023 Spring CourseNo Syllabus
- 2023 Spring CourseNo Syllabus

Create subfolders for each course
Course Name, Ex. MATH 360
- Assignments
- Tutorials
- Study Guide

OR **Create one subfolder for all the sample materials for the academic year**

Sample Course Material (subfolder)

- 2022 Fall CourseNo Exam
- 2022Fall CourseNo Project
- 2023 Spring CourseNo Tutorial

OR **Create separate subfolders per type of Materials:**

Example: Sample Assignments, Sample Tutorials, Sample Exams

- ACCT 480 Auditing
- BUS 380 Projects

- Study Guide
- Video Tutorial

- Group Presentations
- Final Presentation

To organize Course Materials separately from your syllabi:
17- AY Syllabus

18-19 AY Syllabus

19-20 AY Syllabus

Sample Course Materials