

Syllabus Checklist

A. Cover should include these items

(If consistency and a common look is desired, the workshop flyer, syllabus cover, and name tags should be designed by the same person.)

1. The name of the sponsoring group - Miami Valley Folk Dancers or MVFD Logo
2. The name of any co-sponsoring group(s) - (if applicable)
3. Date of the workshop – for example, March 28, 29, 2009 or March 2009 or 2009
4. Location of the workshop - Dayton, Ohio
5. The name of the instructor – for example, Cristian Florescu & Sonia Dion
6. Title of workshop - Romanian Folk Dances or Folk Dances of Romania or Romania with Love or whatever. The title should match the title used on the flyer advertising the workshop.
7. Artwork representing something related to the workshop, original or clipart

B. Contents MAY include these items in no particular order:

1. Table of Contents – REQUIRED
2. Schedule of sessions - optional but convenient for participants
3. Location of sessions (especially if more than one location is used) – optional
4. Info on any vendors – optional
5. Welcome Letter from workshop chair or club chair – optional
6. Workshop Committee List - optional - excellent for historical purposes, but sometimes a challenge to produce
7. Bio of the instructor – optional
8. Info on anyone the club might be honoring at the workshop – optional
9. Info on MVFD, including address of website – optional
10. Info on any co-sponsoring organization – optional
11. Info on the country or ethnicity being represented at the workshop - optional - map, articles, whatever
12. List of patrons or advertising – optional
13. The actual dance instructions – REQUIRED
14. Footers on ALL pages, including - REQUIRED - extremely important for historical purposes

a. Example:

Croatian Dances with Zelko Jergan, October 30-31, 2004
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Miami Valley Folk Dancers, Dayton, Ohio

Page 1

Mirror:

Croatian Dances with Zelko Jergan, October 30-31, 2004
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Page 2

Miami Valley Folk Dancers, Dayton, Ohio

- b. Page number
- c. Title of Workshop - should match title on syllabus cover
- d. Name of Instructor(s)

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- e. Date of Workshop – for example, March 28, 29, 2009 or March, 2009
- f. Location of Workshop - Dayton, Ohio
- g. If instructions are provided as hard copy and are not being converted to electronic copy – A combination of correction tape, correction fluid, stick on labels can be used to get rid of old footers. New footers can be applied with a typewriter, or by printing a set of labels with the pertinent information and applying a label to each page.

C. Other considerations –

1. Number of pages in the syllabus
2. Type of binding to be used - staples on side, staple at left top corner, loose leaf, GBC, etc.
3. Margins – what size, extra on side to be bound
4. Single sided printing vs Double sided printing
5. Should new dances always start on an odd numbered page (so that there is never any dance starting on the back of another dance)
6. Order of dances in the syllabus = alphabetical or whatever is convenient to take advantage of double sided printing
7. Mirror footers so the page number is always on the outside edge of the sheet
8. Three-hole punched paper or not
9. Back cover or not
10. Colored separator pages - may be useful when more than one instructor to provide a visual separation of dance instruction pages
11. Color of covers
12. Black and white printing vs color printing
13. Hand colored cover or appliquéd design

D. Considerations for an Electronically delivered syllabus

1. Are we making only electronic available or both electronic and hard copy?
2. What electronic format for delivery? PDF (preferred), Word, ASCII, ?
3. Should there be protections on the file?
 - a. Ability to copy text or not
 - b. ability to print or not
4. How is the user going to get the syllabus – via CD, via email, via ftp, etc.