Department/Program Website Structure Guidelines

The Web Services Group and the Dean of the College Office have worked together to define guidelines for department and program sites, with the goal of achieving a common structure and terminology. Please note that many items on this page are not required; it’s up to each department to judge which items to include on your site.

- **Bold items** are strongly recommended, using the terminology provided below
- Plain items are optional, but if they exist, we recommend the terminology used here
- **Italic items** are examples; these show how the structure can be extended for your department’s needs
- Asterisks (*) denote items automatically generated from the College’s information systems

### Recommended Website Structure

1. **Home Page** (includes location/contact information, site navigation, brief description of dept., latest news, upcoming events)
   - **Overview** (perhaps taken from Publications/Admissions departmental descriptions)
     - Traditions
     - Why Study [name of subject]?
     - Photos (from departmental events)
     - Research Projects (recent projects by faculty & students)
2. **Faculty & Staff** (names and contact information)
3. **Courses** (Listed by number & by term)
4. **The Major** (or The Concentration; or both)
   - Major/Concentration Requirements* (may link to registrar's site)
   - Integrative Exercise/Comps
5. **Resources**
   - Facilities
   - Links
   - Library resources
   - Student Departmental Advisors
   - Reading Groups
   - Environmental Advisory Committee
   - Certificate of Advanced Study
6. **First-Year Students’ Guide**
7. **Events**
8. **News** (blog or newsletter)
9. **Off Campus Study programs**
10. **Students** (info about current students)
    - Student Organization(s)
    - Student Projects
    - Student Housing (such as language houses)
11. **Further Education & Opportunities**
    - Summer Opportunities
    - Graduate Schools
    - Fellowships
    - Internships
    - Research
    - Jobs
12. **Alumni** (info about former students)
    - Alumni Profiles*
    - Alumni Newsletter
13. **Other top level links for unique, significant programs within the department**