CHECKLIST FOR SYLLABUS CONTENT

A syllabus is a roadmap that students follow in order to be successful in a course.

REQUIRED INFORMATION

Faculty Senate Policy (43-00) requires that a written (paper or electronic) syllabus must be given to students on or before the first day of class and that the syllabus must include:
  - Course content and expectations
  - Contact information for all course instructors
  - Examination policy (note evening exam schedule, too, if applicable)
  - Grade breakdown by assessment type and percentage
  - Required course materials
  - Academic integrity statement
  - Disability accommodation statement. See sample syllabus language.

NOTE: Changes to the syllabus must be distributed in writing (paper or electronic form). Although not required, a syllabus “subject to change statement” is recommended.

ADDITIONAL ITEMS IN A THOROUGH SYLLABUS

Basic Course Information
  - Course ID, name, number/section
  - Office hours and how to arrange a meeting at times not regularly scheduled
  - Web site (if available)
  - Prerequisites (courses, skills, experience)
  - Class and lab locations and times

Course Goals and Objectives
  - Explicit statement(s) about intended outcomes for the course.

Methods for Learning and Teaching
  - Method(s) of course delivery (e.g., traditional lecture, online discussion, etc.) are clearly described.
  - Student responsibilities are described (e.g., student will need to use ANGEL to post assignments).

Course Calendar and Schedule
  - The calendar/schedule clearly illustrates the time and date requirements for topics, readings, assignments, exams, projects, special activities, etc.

Course Requirements
  - Required activities (e.g., assignments, projects, class attendance, in-class participation, etc.) are clearly described.
  - When applicable, all required technology components are clearly described.

Course Policies
  - Grading: All components and weights are clear.
  - Policies for missed projects/assignments are provided. Policies for make-up quizzes and exams are addressed.
  - When applicable, policies for extra credit are clear.
  - If class attendance is required, the policies for missed classes and lateness are clear.
  - Lab policy

Course Resources
  - Location and full descriptions of any additional or optional materials are provided.

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