



## Checklist for Syllabus Content

A syllabus is a roadmap that students follow in order to be successful in a course. A thorough syllabus should contain the following items:

### **Basic Course Information**

- Course Id, Name, Number/Section
- Instructor Information
- Full Name
- Title
- Office Location
- Office Phone
- Office Hours and how to arrange a meeting at times not regularly scheduled
- Home Phone (optional)
- Office Fax
- Email Address
- Web site (if available)
- Prerequisites (courses, skills, experience)
- Class Location(s) and Time(s)
- Lab Locations(s) and Time(s)
- Texts, Readings, Materials, Web Site(s) (indicate what is required and optional)

### **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, Student Centered Discussion, online discussion etc.) are clearly described.
- Student responsibilities are described (e.g., student will need to use ANGEL to post assignments, student will use First Class for discussion etc.).

### **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 designated and 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.
- Exam weights are clear.
- Policies for make-up quizzes and exams are addressed.
- When applicable, policies for extra credit is given are clear.
- Attendance
- If class attendance is required, the policy for missed classes is clear.
- Any policy regarding lateness is clear.
- Academic Integrity Statement
- Lab Policy

## **Course Resources**

- Location and full descriptions of any additional or optional materials is provided.

Faculty Senate Policy (43-00) **requires** that in addition to course content and course expectations, the following information **must** be provided in the first ten calendar days of the course:

- Basis for grades, as detailed as possible
- Examination Policy
- Evening examination schedule, if necessary
- Academic Integrity Statement
- Changes to the syllabus shall be distributed in writing. Although not required, a syllabus “subject to change statement” is recommended.

The Faculty Senate **recommends**, but does not require, that the syllabus contain:

- Disability Statement. The Commonwealth College has a disability statement developed for inclusion.