



## SYLLABUS CHECKLIST

A course syllabus is a written document that summarizes the topical focus of a course, learning expectations for students, grading, materials, and a course outline. At Penn State, all course syllabi must adhere to Faculty Senate syllabus policy 43-001, which describes what the syllabus must include and how it should be distributed, including that students must be notified of changes in written form (paper or electronic).

### REQUIRED

A written syllabus (paper or electronic) must be distributed to students in each course before or during the first class meeting.

1. Course content: A course offered at any Penn State location, in any format, must include a minimum of 80% of the core content and learning objectives approved by the Faculty Senate in the most current course proposal<sup>2</sup>.
2. Course location(s) and meeting times; include lab or discussion section information.
3. Required course materials.
4. Contact information for all course instructors (including undergraduate or graduate assistants).
5. Expectations (i.e., course goals and student learning objectives):
  - a. Course Goals describe the broad knowledge domains and expectations for the course;
  - b. Course Objectives align with course goals, but are more explicit and represent behaviors, skills, or attitudes that students will learn and demonstrate in the course; objectives are assessed through class activities, assignments, examinations, and/or projects.
6. Grade breakdown by assessment type and percentage.
7. Examination policy: The course exam policy should include the dates, times, and locations of all exams. The syllabus should also note if exams will be administered outside of class time, in the evening<sup>3</sup>, or in the Pollock Testing Center at University Park.
8. [General Education courses](#)<sup>4</sup> must clearly identify which of the [General Education Objectives](#)<sup>5</sup> the course will address.
9. Academic integrity statement. The Faculty Senate has provided an example syllabus statement<sup>6</sup> on academic integrity, but your college, campus, or department may have its own academic integrity statement<sup>7</sup>.
10. Academic adjustment/accommodation statement<sup>6</sup>.
11. Educational equity statement<sup>6</sup>.
12. Information about Counseling and Psychological Services<sup>6</sup>.
13. Include course instructions for a campus closure, with information about how you will communicate changes in exam procedures, assignment deadlines, submission procedures, and any other necessary instructions.

Examples of items 9-12 can be found at <http://senate.psu.edu/faculty/syllabus-statement-examples/>.

## RECOMMENDED

### Notification of Changes

Although not required, consider adding a “subject to change” statement to your syllabus because it may be viewed as a binding contract between instructor and student.

### Basic Course Information

- Course name, ID and number, and section (e.g., ENGL 15, Section 12)
- Office hours and how to arrange a meeting at other times
- Website
- Prerequisites (courses, skills, experience)

### Methods for Learning and Teaching

- Method(s) of course delivery (e.g., face-to-face, synchronous/asynchronous online, hybrid)
- Teaching methods (e.g., group work, online discussions, lecture)
- Student responsibilities (e.g., student will need to use Canvas 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.)
- Required technology (e.g., clicker, software)

### Course Policies

- Attendance, missed classes, lateness
- Late projects/assignments
- Make-up quizzes or exams
- Extra credit

### Course Resources

- Location and full descriptions of any additional or optional materials

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<sup>1</sup> <https://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabi/>

<sup>2</sup> <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/42-00-acquisition-of-credit/#42-10>

<sup>3</sup> <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/44-00-examinations/#44-30>

<sup>4</sup> <https://bulletins.psu.edu/undergraduate/general-education/course-lists/>

<sup>5</sup> <https://bulletins.psu.edu/undergraduate/general-education/learning-objectives/>

<sup>6</sup> <http://senate.psu.edu/faculty/syllabus-statement-examples/>

<sup>7</sup> <http://hhd.psu.edu/Policies-and-Procedures/procedures#statement>

[http://facdev.e-education.psu.edu/teach/residentsyllabus#Required\\_Policy](http://facdev.e-education.psu.edu/teach/residentsyllabus#Required_Policy)

<http://agsci.psu.edu/students/advising/academic-integrity>

<http://berks.psu.edu/sample-statement-course-syllabus>

[https://onlinecourses.science.psu.edu/statprogram/academic\\_integrity](https://onlinecourses.science.psu.edu/statprogram/academic_integrity)