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.