Syllabus Checklist

I. Course Information

____ Your name, title, office number, office telephone, office hours, and where to leave messages
____ Course number, section, title, meeting days and times, room and building
____ Pre-requisite(s) for the course
____ Description of the course
____ Required purchases: texts and supplies
____ Space for names and telephone numbers of at least two classmates
____ Oncourse instructions
____ Name, contact information, office location, and office hours for AI(s) (if applicable)

II. Goals and Learning Outcomes [*How will your students have changed by the end of the course?]

____ By the end of the course students will __________________________________________

________________________________________

III. Grading [*How will you and your students know that they have met your goals?]

____ Due dates for all assignments
____ Grading standards and criteria (or point them to a separate rubric)
____ Place, date, time of final exam
____ Policy regarding P/F, I, W marks

IV. Important Policies:

____ Academic dishonesty
____ Classroom civility - including the use of laptops and other electronic devices
____ Disabilities
____ Attendance
____ Late assignments
____ Revision of syllabus (disclaimer)

V. Course Calendar [*What learning activities will be included to promote understanding?] 

____ Sequence of in-class and out-of-class activities (e.g., reading assignments) with due dates
____ Learning outcome assessments and due dates

Not all elements listed here will be found in every syllabus; however, the University does expect instructors to “clearly state the course goals and inform students of testing and grading systems.”

Course Syllabus Bibliography


