

The following checklist should help you:

Syllabus Checklist

Course Information

- Course Name, Number, and Section
- Class Meeting Time
- Class Meeting Place

Contact Information

- Your Name and Title
- Office Number/Building
- Your Office Hours
- Office Phone and Fax Number
- E-mail Address
- Class E-mail Address (Listserv)

Material

- Required Readings/Texts
- Suggested Readings
- E-mail Account and Other Instructional Technologies
- Course Packs
- Other Materials

Course Description and rationale:

- How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline
- Type of knowledge and abilities that will be emphasized
- How and why the course is organized in a particular sequence

Learning Objectives

- What the students will gain from your course
- Why you chose these objectives as the most important skills/knowledge
(It is helpful to include objectives for each of the class meetings or topics)

Student Responsibilities

- Participation
- Homework
- Other Daily Responsibilities
- Projects, including information on group processes
- Tests/Exams

Course Content and Outline (may be in the form of a course calendar)

- Class Meeting Dates
- Holidays/Other Non-meeting Dates
- Major Topics
- Due Dates for Readings, Assignments, Tests, Projects, etc.

Grading Method and Scale

A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit! You may include format, number, weight for quizzes and exams, descriptions of papers and projects, as well as how they will be assessed and the overall grading scale and standards.

Resources

- Web-based
- Labs
- Study Groups/Halls
- Other Types of Help

Essential Policy Information (Accompanying each item should be a statement on how each will impact grades.)

- Attendance/Lateness Policy
- Policy for Late Work
- Policy for Missed Tests
- Policy for Extra Credit
- Academic Honor Code
- Turnitin Policy

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