

Syllabus Checklist

Your syllabus is your contract with your students. It should be given and reviewed during the first class, and clearly state all student expectations (learning and behavioral) and responsibilities for the semester. Avoid making changes once the semester starts (except in special circumstances).

1 CONTACT INFORMATION

☐ University	☐ College/School	☐ Department	☐ Course Number	☐ Title of Course
☐ Semester/Year	☐ No. of Credits	☐ Professor Name	☐ Contact Number	☐ Email Address
☐ Office Location	☐ Office Hours	☐ Class Time	☐ Class Location	

2 COURSE DESCRIPTION *Directly from the catalog*

3 PREREQUISITES *or co-reqs, if any*

4 LEARNING OUTCOMES *observable, measurable outcomes that will be directly assessed*

General Education courses include learning outcomes and cross-cutting capacities.

5 REQUIRED TEXT

6 COURSE FORMAT

7 OVERVIEW OF ASSIGNMENTS *titles, grade weight, due dates*

8 GRADING

9 GRADING SCALE

10 CLASS POLICIES AND STUDENT EXPECTATIONS

☐ Academic Conduct	☐ Add/Drop	☐ Disability Support	☐ Absence Policy
☐ Moodle Policies	☐ Emergency Protocol	☐ Additional Policies	

11 COURSE OUTLINE

DATE	TOPIC	READING/ASSIGNMENTS DUE
_____	_____	_____
_____	_____	_____
_____	_____	_____

12 DETAILED DESCRIPTION OF ASSIGNMENTS *with rubrics/marking schemes*