

SYLLABI CHECK LIST

All Instruction

- Course Number & Title
- Current Semester & Year
- Instructor Name
- Instructor Contact Information [e.g. phone, email, office]
- Telephone Number
- Times available to meet with students [e.g. posted office hours]
- Course Description [from course outline of record]
- Student Learning Outcomes [from course outline of record]
- Course Objectives [from course outline of record]
- Required Assignments
- Grading Criteria/Scale
- Textbook Requirements (Including ISBN)
- Attendance Policy
- Key Dates [e.g. drop and add dates, start and end dates]
- Key Dates specific to course [e.g. dates for mid-term or final exams, term papers and field trips. Remind students that final exams must be taken only at the designated day & time]

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Online Instruction

*Online instruction required to address the following as well

- Instructor's plan for classroom response time and feedback
- Requirements for interaction with instructor, content and other students are clearly explained
- Etiquette expectations for online discussions, email and other forms of communication are stated clearly
- Criteria for how student work is graded [including discussion posts] are descriptive and specific, and the grading policy is clear]

All Faculty

[Optional but highly encouraged]

- Academic Integrity/Plagiarism/Cheating [examples for addressing academic integrity are provided on syllabus samples in Faculty Handbook]
- Classroom Expectations [e.g. food, drink, cell phones, behavior, clothing, code of conduct]
- Availability of Disabled Students Programs and Services for those who qualify