

Syllabus Content Checklist

- One syllabus per course per course/section number for each career level
- One syllabus per course/section number

Required

Course Information

- Course title
- Course number
- Semester
- Year

Faculty Information

- Faculty name(s)
- Office location
- Time of office hours (min 5 hrs/wk, F2F and virtual)
- Phone number
- Faculty email address

Course Materials

- Required materials to be purchased
- Supplemental materials

Course Content

- Course learning outcomes
- Program learning outcomes

- Course outline (if tentative, faculty must state that the syllabus is subject to change with proper notification)
- Assessments
- Criteria and content of student performance evaluations

Policies

- Students with Disabilities statement matches the Faculty Manual
- Academic Integrity Policy statement matches the Faculty Manual
- Grading system
- Attendance policy
- Impact of attendance on grades
- Instructor's course attendance policy adheres to school's attendance policy.
(Required for online/ hybrid only)
- Specific safety procedures for lab courses

Recommended

Transparent Communication with Students

- Adverse Weather Policy
- Missed Work Policy
- Title IX/ Sexual Harassment/ Sexual Assault Policies and Procedures
- Student Grievance and Complaints Policies and Procedures
- FERPA Policy
- Appropriate School/ Division Policies and Procedures or a link to School/ Division Handbook
- Syllabus meeting time and place (as identified in Banner)
- Counseling information: contacts/link, UWill info

Distance Education Courses

- Explanation of Netiquette policy for hybrid or online courses
- Library resources for hybrid or online courses
- Course resources for hybrid or online courses
- On-campus meeting requirements **or** any synchronous activity requirements
- How participation in online activities will be assessed and graded (e.g., participation in chat sessions, frequency of web access, postings, etc.)
- Whether (and how) the faculty member will track student online activities, for example, by maintaining a copy/log of online discussions and chat sessions, etc.
- All deadlines (due-dates and times) for postings, homework assignments, blogs, chats, etc.
- Office/contact hours, how often the faculty member will be online, and alternate communication options
- Safeguards as to how student work will be authenticated
- Technical competencies expected or required of the students
- Minimum computer hardware and system specifications, software requirements, and course website access requirements
- Whom to contact in case of technical problems
- Alternative procedures for submitting work in the event of technical problems

Differentiated Rigor

- GR courses clearly and explicitly differentiate higher levels of course learning outcomes.
- GR courses have progressively complex assignments and assessments
- GR courses include familiarity of literature.
- GR courses include a higher level of professional practice and training experiences.
- Where GR and UG are in the same syllabus, different levels of learning, complexity of assignments, and level of professional practice and training is explicitly and clearly highlighted within the syllabus.