

Syllabus Checklist



Personal

- Name(s) of Instructor(s)
- Office Location/Contact Information
- Personal Web Site
- Expectation of Student Behavior/Participation/Student Learning Goals

Course Information

- Course Description Content/Outline/Rationale
- Credits/Course #
- Classroom Procedures
- Delivery Platform
- Prerequisites/Course Policies
- Meeting Time/Place
- Attendance Policy
- Disability Statement/Student Rights
- Academic Honesty Statement/Plagiarism/Consequences
- Recommended Study Habits

Assignments

- Description of Assignments
- Goals & Objectives
- Intended Learning Outcomes (3-5 listed)
- Required Texts/Reading Lists
- Required Equipment
- Calendar/Schedule/Schedule Changes
- Participation/Differentiated Instruction
- Field Trips/Outside Events

Assessments

- Relationship to Objectives
- Types of Assessments
- Grading Rubrics
- Grading Scale
- Submission Procedures
- Role of assessment for improving student and instructor performance



Assessment

- Align student assessments with course learning objectives
- Determine acceptable evidence of understanding and proficiency
 - How will you know whether students have achieved the desired results as stated in the objectives?
- Describe in detail how students are to be graded (research paper (35%), tests (30%), discussion participation (20%) etc.
- Give examination dates and briefly indicate the nature of the tests (multiple-choice, essay, short-answer, take-home tests)

Assignments

- Provide students a sense of how much preparation and work the course will involve
 - How much time should they anticipate spending on reading assignments, problems, papers or research?
- Include a description of students' responsibilities in the learning process along with your responsibilities and expectations
- Support the course learning objectives with meaningful, related assignments

Be Clear

- Clarify the nature and format of assignments, the expected length of papers, their deadlines etc.
- Use clear rubrics that encourage quality
- Don't be afraid of too much detail