

MANSFIELD UNIVERSITY SYLLABUS CHECKLIST

Is it included?	Basic Expectation	Optional	Syllabus Content
	X		Neatly typed and clearly organized with appropriate headings or tables of information
	X		Course number and title
	X		Credit hours associated with course
	X		Course prerequisites
	X		Course description that is consistent with catalog
	X		Class location and meeting hours
	X		Instructor's name
	X		Instructor's office phone number & office hours
	X		Instructor's email address
	X		Information about accommodations & support for students with disabilities (See sample statement below)
	X		Evaluation & grading policies
	X		Information about unique class attendance and participation policies. (See related University policy below)
	X*		Indication if course is part of the General Education Program, including specific information about learning outcomes related to the program goals and artifacts that can be assessed for evidence of student learning
	X*		Specific learning objectives or outcomes related to academic program goals and learning outcomes for the major or minor area of study
	X		Listing of assigned texts, readings, or other material or media
	X		Information about class calendar with topics/assigned readings/due dates for assignments/scheduled exams or quizzes
		X	Information about supplemental support services, e.g., tutoring, supplemental instruction, etc. (A recognized best practice)
		X	Statement about academic integrity and related course policies, e.g., participation in group work and responsibility for graded assignments. (A recognized best practice)
		X	Description of available online support, including website or course management software used
		X	Recommendations for student success in the course
		X	Indication of how instructor will communicate with students regarding cancellations due to illness or inclement weather
		X	Indication if course is part of a learning cluster, including the related courses
		X	Penalties that might be proposed for violations of academic integrity policies
		X	Information about expected classroom behaviors
		X	Other expectations of the relevant program or faculty member

**Expectation of Middle States Commission on Higher Education*

Sample Syllabus Statement for Students who may have “exceptionalities:”

"Any students with documented psychological or learning disorders or other significant medical conditions that may affect their learning should work through Mr. William Chabala in our Counseling Center (Phone: 662-4798; e-mail wchabala@mansfield.edu) to provide me with the appropriate letter so that I may serve their particular needs more effectively. If you have an exceptionality that requires class or testing accommodations, Mr. Chabala will work with us to identify and implement appropriate interventions."

University Attendance Policy:

Regular and punctual class attendance is expected. Documented excuses because of illness, serious mitigating circumstances, or official university representation will be accepted by all faculty members and will permit students to make up missed tests and/or graded assignments in a reasonable manner at a time agreeable to instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies clear in the course syllabus.
