July 2020

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**SYLLABUS CHECKLIST**

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| **IS IT**  **THERE?** | **REQUIRED** | **OPTIONAL** | **SYLLABUS CONTENT** |
|  | **X** |  | The following neatly typed and clearly organized with appropriate headings or tables of information to include:   * course number and title; |
|  | **X** |  | * credit hours associated with course; |
|  | **X** |  | * course prerequisites and course description from catalog; |
|  | **X** |  | * instructor’s name, office phone number, email address, and specific office hours; |
|  | **X** |  | * class location and meeting hours; |
|  | **X** |  | * Indication of how instructor will communicate with students; |
|  | **X** |  | * Information regarding cancellations due to illness or inclement weather |
|  | **X** |  | Course-level student learning objectives/outcomes listed |
|  | **X** |  | Identifies course-level student learning objectives/outcomes assessment methods  Shows direct assessment measures to demonstrate student achievement of course-level student learning objectives/outcomes (examples of direct assessment measures include projects, exam questions, essays, assignments, patient interactions, client interactions, skills tests, musical performances, laboratory procedures) |
|  | **X** |  | Links program and course-level student learning objectives/outcomes |
|  | **X** |  | Lists program-level student learning objectives/outcomes assessed within course, not just objective/outcome numbers |
|  | **X** |  | If the course is approved for the General Education Program, include the relevant General Education student learning objectives/outcomes and clearly indicate the method of assessment for each. |
|  | **X** |  | Listing of assigned texts, readings, or other material or media |
|  | **X** |  | Evaluation and grading policies |
|  | **X** |  | Information about class calendar with topics/assigned readings/due dates for assignments/scheduled exams or quizzes (may be in a separate but attached document) |
|  | **X** |  | Required syllabi language provided by the administration |
|  |  | **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 course instructor |

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