July 2020

**[**

**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;
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|  | **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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