

College of Arts and Sciences

Syllabus Checklist

All syllabi should include:

Descriptive information

- Course name, number, section, semester, year, and time offered
- Any prerequisites for the course
- Instructor's name, office number, office phone number, and office hours. Include a minimum of six office hours per week for full-time faculty.
- Course description, including mode of delivery
- Required texts and other materials necessary for the course. All citations should be complete, and the syllabus should indicate whether readings are on reserve in the library, are general library items, or are available electronically.
- Description of major assignments and due dates
- Grading information, ¹ including the weighting of all components of the final grade
- Schedule of topics covered and relevant assignments due by day or by week

Student learning goals and assessment information

- Learning goals for the course and an explanation of how those goals connect to major/minor goals and to the university's learning goals. ²
- Information on how you plan to assess learning goals for the course

Policy information

- Absences (UG or Grad Bulletin)
- Academic honesty (UG or Grad Bulletin)
- Accommodations for students with disabilities (UG or Grad Bulletin)
- Classroom conduct (cell phone or computer usage, late work, professionalism, etc.)
- Discrimination, Harassment, and Bias (Office for Diversity and Inclusion):
<http://sites.jcu.edu/diversity/pages/syllabus-statement/>
- Final exam policy (UG or Grad Bulletin)

¹ Please note that students need to have sufficient information of their performance BEFORE the withdrawal dateline, therefore more than 50% of the grade should be determined (and students notified) before that date. It is also recommended that students have early feedback in a course, so that they can address problems before they become insurmountable. Also include your grading scale (A, A-, etc.).

² All learning goals can be found here: <http://sites.jcu.edu/assessment/sample-page/learning-goals/>. Formats for showing alignment between different levels of learning goals can be found here: <http://sites.jcu.edu/assessment/sample-page/assessment-expectations/cas-syllabus-expectations-and-examples/>