

CHECK LIST FOR POSSIBLE COURSE SYLLABI ITEMS

A well designed syllabus benefits both teacher and students by explicitly describing the criteria for success in the class. Items that are appropriate to include in a syllabus are listed below; however, not all items will apply to every class. This checklist can be used as a guide as you write a syllabus for a particular class.

ITEM		Notes/ Comments
Instructor (and Teaching Assistant) Information		
Name		
Office location(s)		
Office phone number(s)		
E-mail		
Office hours		
Appointments or drop-ins		
Teaching philosophy		
Course Information		
Title of course		
Semester course is being offered		
Day, time, room number		
Credits (or unit hours)		
Prerequisites or corequisites		
Use of course management system		
Welcome message from instructor		
Course format, that is, learner centered; active learning and participation		
Course Description		
Formal (could be the catalog description)		
Course goals		
Intended Learning Outcomes (preferred format is a bulleted list)		
Student Learning Outcomes		
Motivational information		
Tips on succeeding in the course		
Outline of topics (or course calendar)		
Other?		
Materials		
Titles and authors of required/recommended books		
Titles, authors, and locations of books on reserve		
Cost and location of the publishing packet		
Calculator/disks, CDs, students response systems		
Lab supplies/art supplies		
Classroom Policies		
Attendance and tardiness		Reminder: All ground rules should adhere to the following criteria: (a) definable, (b) reasonable, (c) enforceable. (An unenforced or unenforceable rule is worse than no rule at all.
Participation in discussion or activities		
Civility/code of conduct (check college Web site)		
Cell phones, and other electronic devices		
Newspapers and food		
Academic integrity (check college Web site)		
Class notes/handouts availability		

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Seating options (i.e., seating chart, or???)		
Assignments, Assessments, and Evaluation		
Grading criteria, weight of assignments and exams		
Kinds of papers or projects		
Due dates, submission procedures		
Kinds of exams, dates		
Reading assignments, due dates		
Acceptability of handwritten work		
Typing styles requirement (including American Psychological Association, Modern Language Association, other style requirements)		
Rewrite and makeup policies		
Policy on late assignments		
Testing procedures or policies		
Code of academic integrity statement		
Student Support Services		
Disability services/ accommodation policies		
Writing center support		
Learning assistance center (or support)		
Counseling		
Department or college resources/Web site		
Basic Skills/Noncredit		
Instructional Approach/Emphasis		
Writing intensive		
Service learning, practicum, internship		
Case studies		
Cooperative learning activities		
Team-based learning		
Peer reviews, or sharing		
Health, Safety, or Ethical Requirements		
Lab procedures		
Confidentiality requirement		
Other Useful Information		
Study time expected		
Withdrawal dates		
College/departmental requirements		
Team member contact info (or study buddies info)		
Subject to change notice		

Adapted from "Starting the Semester on the Right foot: 40 Concrete Ideas to Take Into the Classroom Tomorrow," by N. Bellows, 2003. *Teaching and Learning News*, 13(1), p. 6.