



# SYLLABUS CHECKLIST

To be filled out by instructor 1st and then Dean

Name of Instructor \_\_\_\_\_ School \_\_\_\_\_

Academic Year \_\_\_\_\_ Term \_\_\_\_\_

Course(s) Prefix and Number \_\_\_\_\_

**The following information must be included on your syllabus (Deans are responsible for ensuring that all of the following elements are included.):**

**Instructor Dean**

Course Title, Location, Number, Section, Day and Time

Term and year

Instructor name and contact information, i.e., office location, phone number, and email address

Office hours

Catalog Course Description (Do not alter unless approved by dean.)

Prerequisites, if any

Student Learning Outcomes (Must be approved by dean and reflect appropriate Bloom's taxonomical levels, be meaningful and measurable through direct assessment in the course. What do I want to know and do and how will I measure it?)

Textbook information, including ISBN number

Tentative outline of course material with accompanying assignments, including final exam

Dates and details of assessment through assignments, quizzes, exams, and papers including the weight of each toward final grade. Also include the date of the final exam. (The dates of assignments may change based on progress, but the number and nature of assignments should not. List actual dates rather than weeks.) In freshman and sophomore level courses examinations should be given earlier and more frequently. By Midterm in these course, students should have multiple opportunities for grades. As a rule, at least 40% of total grade should be allocated by midterm and other assignments.

Grading Scale

Attendance Policy and withdrawal date for course (Including the responsibility of student to notify instructors in advance of upcoming University-approved absences.)

Academic Integrity Statement

Disability/Accommodations Statement

Graduating Seniors

Weapons Statement

Any additional resources available, i.e. reading list, websites (please model the style of your discipline if providing a bibliography).

Instructor is aware he/she is to take time during the first class day of the semester to review the course syllabus, including the examination schedule for the course, instructor's examination policy, and the instructor's grading policy.

Instructor understands Syllabi are not to be changed except for due dates once the semester begins unless approved by the appropriate school Dean.

**After all the above has been completed and approved by the Dean, do the following:**

Upload the syllabus on Canvas as a pdf. one week prior to first day of classes and notify Dean's Administrative Secretary when done. Administrative Secretary will save to Shared Drive.

Instructor Name  
(Please type name)

Date

Dean Signature \_\_\_\_\_

Date