

SYLLABUS CHECKLIST

Section Name	Items to check for
Header and Cover	
Course Prefix and Number Official Course Title Term	<ul style="list-style-type: none">• List the course prefix and number (e.g., EDUC 321)• Provide the course title as it appears in the catalog• Identify the term in which the course is being taught
Instructor Information	
Instructor Name Contact Information (Phone, email, Website) Office Hours, Location and Mailbox	<ul style="list-style-type: none">• Provide the name of instructor(s) teaching the course, as well as any teaching assistants responsible for the course• Provide the contact information you would like students to use during the term• List when and where you will be available for office hours and where students can drop items off to you (e.g., department mailbox)
Student Learning Information	
Course Description Course Purpose within a Program of Study Statement of Expected Learning	<ul style="list-style-type: none">• Provide a description of the course consistent with what appears in the university catalog• Describe the purpose of the course, expand on the course description (e.g., special topics course where the descriptions says "Topic may vary"), and/or inform the students what role the course plays in the degree program• List the most important learning goals (e.g., outcomes, objectives, competencies, performance criteria) you expect students to achieve in the course (n.b., in most cases, there will be between 3 and 8 statements of expected learning)
Course Materials	
Required and Recommended Texts, Readings and Resources	<ul style="list-style-type: none">• List all required and recommended readings, texts and resources that will support student performance in the course

Required and Supplemental Materials and Technologies	<ul style="list-style-type: none"> List any additional materials or technologies (e.g., software, mp3 player) that students will need for the course
Assignments and Assessments	
<p>Graded Assignments and Learning Activities</p> <p>Grading Matrix</p> <p>Grade Scale</p>	<ul style="list-style-type: none"> Identify assignments and any activities for which the students will receive a grade Detail how a score/grade for each assignment and/or activity is used to calculate the final score/grade for the course Define point breakdowns for each possible grade assigned (e.g., 90-93=A-)
Course Schedule	
Course Calendar	<ul style="list-style-type: none"> Provide students with a calendar of course activities, readings, assignments, and/or exams. The level of detail will be determined by the faculty member or department in which the course is taught
Academic Policies	
<p>Academic Integrity, Plagiarism, Dishonesty and Cheating Policy</p> <p>Student with Disability Statement</p> <p>Course Add/Drop Policy</p> <p>Course and Co-op Withdrawal Policy Course Change Policy</p> <p>Title IX (Sexual Harassment and Misconduct), Discrimination, Harassment, and Bias Incidents</p>	<ul style="list-style-type: none"> https://drexel.edu/provost/policies-calendars/policies/academic-integrity/ https://drexel.edu/disability-resources/support-accommodations/student-family-resources/ https://drexel.edu/provost/policies-calendars/policies/course-add-drop/ https://drexel.edu/provost/policies-calendars/policies/course-coop-withdrawal/ https://drexel.edu/equity-inclusive-culture/reporting/overview/ Communicate the prerogative of the faculty member to change the course during the term at his, or her, discretion. Articulate how, and when, these changes will be communicated to students