

## Syllabus Checklist

Header and Cover	Comment
Course Prefix and Number	<input type="checkbox"/> List the course prefix and number (e.g., EDUC 321)
Official Course Title	<input type="checkbox"/> Provide the course title as it appears in the catalog
Term	<input type="checkbox"/> Identify the term in which the course is being taught
Instructor Information	
Instructor Name	<input type="checkbox"/> Provide the name of instructor(s) teaching the course, as well as any teaching assistants responsible for the course
Contact Information (Phone, E-mail, Website)	<input type="checkbox"/> Provide the contact information you would like students to use during the term
Office Hours, Location and Mailbox	<input type="checkbox"/> 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	<input type="checkbox"/> Provide a description of the course consistent with what appears in the university catalog
Course Purpose within a Program of Study	<input type="checkbox"/> 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
Statement of Expected Learning	<input type="checkbox"/> 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	<input type="checkbox"/> List all required and recommended readings, texts and resources that will support student performance in the course
Required and Supplemental Materials and Technologies	<input type="checkbox"/> List any additional materials or technologies (e.g., software, mp3 player) that students will need for the course
Assignments and Assessments	
Graded Assignments and Learning Activities	<input type="checkbox"/> Identify assignments and any activities for which the students will receive a grade
Grading Matrix	<input type="checkbox"/> Detail how a score/grade for each assignment and/or activity is used to calculate the final score/grade for the course
Grade Scale	<input type="checkbox"/> Define point breakdowns for each possible grade assigned (e.g., 90-93=A-)
Course Schedule	
Course Calendar	<input type="checkbox"/> 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	
	<input type="checkbox"/> <b>State or link to the Drexel University policies on the syllabus</b>
Academic Integrity, Plagiarism, Dishonesty and Cheating Policy	<input type="checkbox"/> <a href="http://www.drexel.edu/provost/policies/academic_dishonesty.asp">http://www.drexel.edu/provost/policies/academic_dishonesty.asp</a>
Student with Disability Statement	<input type="checkbox"/> <a href="http://drexel.edu/oed/disabilityResources/students/">http://drexel.edu/oed/disabilityResources/students/</a>
Course Add/Drop Policy	<input type="checkbox"/> <a href="http://www.drexel.edu/provost/policies/course-add-drop">http://www.drexel.edu/provost/policies/course-add-drop</a>
Course Withdrawal Policy	<input type="checkbox"/> <a href="http://drexel.edu/provost/policies/course-withdrawal">http://drexel.edu/provost/policies/course-withdrawal</a>
Course Change Policy	<input type="checkbox"/> 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