Syllabus Checklist

1. Course title/number, number of credits
2. Prerequisites, corequisites, where course fits in program of study, note if WAC or IFP (if applicable)
3. Course logistics (term, class location and time, notation if online)
4. Instructor contact information (name, office address, office hours, phone, email)
5. TA contact information (if applicable)
6. Course description
7. Course objectives/student learning outcomes
8. Course evaluation method (breakdown of graded course components and their weight in determining the overall course grade)
9. Course grading scale
10. Policy on makeup tests, late work, and incompletes (if applicable)
11. Special course requirements (if applicable)
12. Classroom Etiquette Policy (if applicable)
13. Attendance Policy Statement
14. Disability Policy Statement
15. Code of Academic Integrity Statement
16. Required texts/reading
17. Supplementary/recommended readings (if applicable)
18. Course topical outline (dates for exams/quizzes, papers, completion of readings)

Syllabus checklist approved by UUPC Oct. 7, 2011; UUPC recommends that the completed checklist be submitted with all course proposals (new courses and course changes).