

Course Syllabus Guidelines Checklist

1. _____ Course title/number, number of credit hours
2. _____ Course prerequisites, co-requisites, and where course fits in program of study (if applicable)
3. _____ Course logistics (term; class location and time)
4. _____ Instructor contact information
Instructor's name, office address, office hours, contact telephone number, and email address
5. _____ TA contact information (if applicable)
6. _____ Course description
The course description should be consistent with the description found in the University Catalog.
Course description: SLS 1503 is designed to assist students in making the transition into higher education. Topics include time management, test taking skills, learning strategies and styles, diversity, short- and long-term planning, developing analytical and critical thinking skills, relationships, and campus resources. Prerequisite: must be a student with less than 30 credits. (2 elective credits)
7. _____ Course objectives/student learning outcomes
Provide the students an understanding of what they will be expected to learn as a result of successfully completing the course.
8. _____ Course evaluation method
Include a breakdown of the graded course components and their *weight* in determining the overall course grade (e.g. Midterm exam--20%, Essay #1--15%, Attendance and Participation--10%, etc.). If you have a policy about unexcused class absences resulting in failure in the course, clearly state your policy. Please note that the University Provost, in order to identify and assist students at academic risk, requests that courses with freshmen have graded assignments well before midterm. If applicable, also note the minimum grade required to pass the course (if not a "D-").
9. _____ Course grading scale (optional)
Many faculty members include in their syllabi some type of grading rubric: what constitutes "A" work in the course or in particular assignments, "B" work, what constitutes a "Pass" or "Fail," etc.
10. _____ Policy on makeup tests, late work, and incompletes (if applicable)
If you do not accept late work or apply penalties to late work, state so. Please note that students may not be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. Instructors must allow these students to make up missed work without any reduction in the student's final course grade. Reasonable accommodation must also be made for students participating in a religious observance. Also, **note that grades of Incomplete ("I") are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances**. If your college has elaborated on this policy, state so here.
11. _____ Special course requirements (if applicable)
State if any requirements are associated with the course, such as mandatory field trips or film viewings, special fees, or purchase of course-related materials.

12. _____ Classroom etiquette policy (if applicable)
If you have a particular policy relating to student behavior in the class, such as relating to tardiness or on the use of electronic devices in the classroom, state so here. University policy on the use of electronic devices states: “In order to enhance and maintain a productive atmosphere for education, personal communication devices, such as cellular telephones and pagers, are to be disabled in class sessions.” Many faculty members elaborate on or refine this policy to meet particular needs.
13. _____ Disability policy statement
Suggested statement: *In compliance with the Americans with Disabilities Act (ADA), students who require special accommodation due to a disability to properly execute course work must register with the Office for Students with Disabilities (OSD) -- in Boca Raton, SU 133 (561-297-3880); in Davie, MOD 1 (954-236-1222); in Jupiter, SR 117 (561-799-8585); or at the Treasure Coast, CO 128 (772-873-3305) – and follow all OSD procedures.*
14. _____ Code of Academic Integrity policy statement
Suggested statement: *Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see the Code of Academic Integrity in the University Regulations at http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf.*
15. _____ Required texts/readings
16. _____ Supplementary/recommended readings (if applicable)
17. _____ Course topical outline, including dates for exams/quizzes, papers, completion of readings
Include a breakdown of topics covered (generally, by class day or by week), deadlines for course assignments/requirements, and dates of exams and quizzes.