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. Counseling and Psychological Services (CAPS) Center Statement**

_____ **16. Code of Academic Integrity Statement**

_____ **17. Required texts/readings**

_____ **18. Supplementary/recommended readings** (if applicable)

_____ **19. Course topical outline** (dates for exams/quizzes, papers, completion of readings)