Senate Curriculum Committee

Syllabus Checklist

1. Required syllabus elements:

   □ Method of instruction (e.g., lecture, lab, on-line)
   □ Expected Learning Outcomes
   □ Outline of topics (by day, week, or percent of time)
   □ Schedule of assignments (including readings, homework, exams, and papers)
   □ Evaluation/Grading schema (i.e., weight given to various course requirements)
   □ Grade scale (how grading points or percentages correspond to letter grades)
   □ Course text(s) and author(s)
   □ Attendance policy (clarify whether and how attendance affects course grade)
   □ Instructor’s contact information, including office hours

2. Optional Syllabus Elements:

   • Course description
   • Course objectives
   • Social justice statement (if you do include the social justice statement, you must use the language provided by the University [link to social justice statement]).
   • Grading rubrics