

Course Syllabus Checklist

March 2009

As the official learning plan for the course, the syllabus must provide comprehensive information about learning outcomes, learning activities, course operations, grading, assessment requirements, and support services.

Syllabus for:

Course _____ Semester: _____ Instructor: _____

Date Reviewed: _____ Reviewed by: _____

Code: 1 = Found in Syllabus/good 2 = Not found in Syllabus or needs work 3 = N/A

Course Identification and Introduction:

Course prefix and number	[1] [2] [3]
Course title	[1] [2] [3]
Prerequisites/co-requisites & min grd	[1] [2] [3]
Semester and year	[1] [2] [3]
Fees (if required)	[1] [2] [3]
Classroom location & time	[1] [2] [3]
G.E. status of the course	[1] [2] [3]

Instructor Contact/Communication Information:

Instructor's name	[1] [2] [3]
Office location	[1] [2] [3]
Office hours listed	[1] [2] [3]
Minimum of 5 hrs. weekly	[1] [2] [3]
E-mail address	[1] [2] [3]

Course Outline Specifications:

Course catalogue description	[1] [2] [3]
Degree/program objectives/outcomes	[1] [2] [3]
Course objectives/outcomes	[1] [2] [3]

Grading Criteria:

Grading criteria identified	[1] [2] [3]
Criteria adequately explained	[1] [2] [3]
How final grade is computed	[1] [2] [3]

Textbook, Software, Supplies, Equipment [1] [2] [3]

Institutional and Class Policies:

Attendance policy	[1] [2] [3]
Academic honesty/integrity policy	[1] [2] [3]
Cell phone/pager notice (opt)	[1] [2] [3]
Class Policies	[1] [2] [3]
Disruptive behavior policy	[1] [2] [3]
Late/missed assignments/exams	[1] [2] [3]

Student Support Services:

Library services link	[1] [2] [3]
Testing Center link	[1] [2] [3]
Writing Center & OWL link	[1] [2] [3]
Tutoring Center link	[1] [2] [3]
Disability support services statement	[1] [2] [3]

Semester Calendar/General Class Plan:

Dates of class mtgs w/subject matter	[1] [2] [3]
Dates of assignments/tests/deadlines	[1] [2] [3]
Includes Syllabus link	[1] [2] [3]
http://new.dixie.edu/reg/faculty/?page=Syllabus	

Overall:

Positive, constructive	[1] [2] [3]
Easy to read and understand	[1] [2] [3]
Visually appealing	[1] [2] [3]
Organized	[1] [2] [3]

Comments: