

Checklist for LAS Course Syllabi

This checklist is based on the **Requirements for Course Syllabi, College of Liberal Arts and Sciences**. For details and examples, please refer to the requirements document.

Course Identity & Instructor Information

- Provides the course rubric, number, title, and number of credits (if differential credit, also indicate).
 - Includes a statement on the approximate number of hours that students are expected to commit each week to complete the instructional activities of the course including readings as well as synchronous engagement with the instructor and other students.
 - For courses that offer differential credit, e.g., 3 hours for undergrad students and 4 hours for graduate students, it articulates the additional amount of work that graduate students need to complete to attain the additional credit.
- Includes the instructor's name, office location, and contact info.
- Provides a brief description of the course, ideally one that expands on the catalog description.
- Notes any pre-requisites, and requirements the course meets (Gen Ed, major/minor requirement, other).
- Notes of frequency and duration of class meetings.

Resources & Learning Outcomes

- Provides a list of required and, if applicable, recommended course texts with complete information such as author(s), publisher, date of publication, plus where to obtain texts (including any found online).
- Provides a list of 3 or more Student Learning Outcomes (SLOs).
- Includes a semester-long Course Calendar that includes course topics by day/date, daily readings and assignments, and due dates.
- Denotes any technologies used and provides a link to the Learning Management System (e.g., Canvas) if applicable.

Grading

- Includes the course grading policies and the breakdown of final grade
- Includes a brief description of major assignments.
- Provides the grading scale for the course.

Campus Policies

Example formats and exemplary language approved by campus offices for syllabi components can be found [here](#).

- Describes the course attendance policy, including instructor's policies on late work, makeup exams, etc.
- Includes a statement on Academic Integrity.
- Includes a statement for students who need disability accommodation and a link to DRES.

Online Courses

- Illustrates how the instructor will verify the identity of students for at least 20% of the course grade (e.g., via proctoring or other methods).