

### Course Syllabus Check List

<u>Item</u>	<u>Check</u>
Course title and number	
Number of credit hours	
Instructor information (name, contact information (email address, telephone number, etc))	
Instructor office location and office hours	
The prerequisites and co-requisites for the course	
Class schedule (when does the class meet, days, times)	
Term / Year	
Course description (matches published course description in course catalog) and includes any prerequisites or co-requisites	
Description of how the course will be taught (e.g. lecture, lab, lecture/lab, distance, etc.) (Course structure)	
Required materials (reading, other)	
Weekly (or daily) schedule and topics	
Course-based student learning outcomes aligned with program learning outcomes and program goals. These should match published goals and outcomes and curriculum map	
Weekly/daily schedule of class sessions	
Assignment and test make-up procedures	
Statement on how the students will be evaluated (e.g. class participation, assignments, exams, papers) with information about how these tie into the outcomes for the course	
Use of library and other information resources, as appropriate	
Reference to university policies (Grade Appeals, Student Code of Ethics)	
Provisions for special needs	
Other relevant information (including late or make up policies relevant to course or program)	
The number of seat hours match credit hour policy (750 min = 1 credit; 1500 = 2 credits/ 2250 = 3 credits)	
Weekly (or daily) schedule and topics includes readings and non-reading home tasks, dates of exams (as appropriate) and review days for exams	
Assessment methods are varied, aligned with course-based student learning outcomes and curriculum map (including levels), and weighted appropriately	
Assessment methods are explained and include rubrics or other measuring tools as appropriate	
Office hours are adequate to meet the needs of students in this course	