Syllabus Checklist

☐ General information – course name & number, dates/times, and location
  o Instructor – name, office, e-mail, phone number, and office hours

☐ Course Description – See the course catalog for official description

☐ Materials/Books/Supplies – Be sure to include any books, required or optional, technology, and other materials needed.

☐ Learning or Course Outcomes – Outcomes are achieved results or consequences of what was learned; i.e., evidence that learning took place

☐ Course Objectives – Objectives are intended results or consequences of instruction, curricula, programs, or activities.

☐ Assignments – Description of each assignment and the points or percentage the assignment is worth

☐ Grading/Evaluation – This can include the grading criteria, late assignments, attendance policy, and the college withdraw policy.

☐ Calendar/Schedule – This should list the date, topic(s) covered, item(s) and/or readings due that class

☐ Academic integrity & dishonesty policies – There are two statements from the Student Handbook in the sample syllabus about academic integrity and academic dishonesty that faculty are encouraged to use in their syllabus. Both are on the sample syllabus.

☐ Disabilities statement – A statement explaining what students with disabilities should do at the beginning of the semester. It is also good to include the number for the Student Development Services office – 860-383-5217

Additional support pieces you may want to include:

☐ Expectations – Expectations and responsibilities of both students and instructor. This can include a policy on phone calls and texting.

☐ Cancellations – A statement about how you will contact students if instructor has to cancel class.

☐ Academic support - Support services that are here on campus and how to utilize them, such as TASC (Tutoring & Academic Success Center).

☐ Class policies - Both for the institution and personally.

☐ Non-academic support – Outside of academics, when life gets in the way, let them know what services we have for them.

☐ Rubrics

☐ Any additional information specific to your course that would be helpful to your students.