

SYLLABUS CHECKLIST

[adapted from *Tools for Teaching* (Davis, 2009)]

BASIC INFORMATION

- Name of university, semester, year
- Course title, number, credit hours, room or online schedule
- Instructor, GTA names
- Contact information (e.g., UT email only, phone, office address, etc.)
- Office hours
- Instructor web page URL (if applicable)

COURSE DESCRIPTION

- Prerequisites, co-requisites
- Course description (overall goal or purpose)
- Course learning objectives/student learning outcomes (i.e., general competencies/skills knowledge)
- Class environment (methods of instruction; role of the student, role of the faculty member)
- How can a student be successful in this course (e.g., estimated amount of time to spend on preparation, assignments, participation in class discussion, use of supplemental teaching materials, etc.)?

MATERIALS

- Required reading (textbooks, articles, etc.)
- Supplemental reading
- Websites and links
- Other material (e.g., lab equipment, art supplies, software)
- Resources (library resources, online/technology support)

REQUIREMENTS

- Exams and quizzes (how many, what kind, dates, final exam period, etc.)
- Assignments/problem sets/projects/reports/research papers (general info, assessment criteria, format for submitting work - online or hardcopy, steps in conducting research, milestones leading to larger project)
- Other assignments (e.g., posting comments to discussion board)

POLICIES

- Grading procedures (weighting, curve, grade appeals)

POLICIES CONT.

- Policy for incompletes, withdrawals
- Attendance and tardiness
- Class participation
- Missed exams/makeup exams
- Late or missed assignments
- Extra credit opportunity or not available
- Academic integrity
- Include honor statement
- Consequences, examples

ACCOMMODATION / ACCESSIBILITY

- Disability statement and contact information for services
- Accessible syllabus available
 - Formatting:** Use “Styles” to differentiate headings and normal text. Tab feature and ruler are used for formatting (do not add extra spaces).
 - Tables:** Use Table feature to create a table. Select “repeat headers” and consider creating a new table for each week or class session for enhanced accessibility.
 - Lists:** Bulleted and ordered lists are created using the List feature.
 - Images:** Use “Alt Text” to describe images, photos, graphs, etc.
 - Meaningful links:** Use text that briefly describes the destination of the link (do not use the URL or non-descriptive words as the link).
 - Font size:** Font size is sufficient, at least 12 points.
 - Contrast:** Ensure sufficient contrast between text and background.
 - Emphasis:** Bold or italic text is used to display emphasis in a paragraph. Color alone is not used to communicate information, e.g., “Items on the list that are marked in red are required.”
 - Page numbers:** The syllabus has page numbers.
- Accessible learning materials (textbook is accessible, posted materials are accessible)
- Evaluation of course and feedback to faculty member
- Formative feedback mechanisms

SCHEDULE

- Tentative calendar of topics and assignments, dates for exams and due dates, special events