

Syllabus Checklist

Faculty Name _____

Course _____

**These are considered to be elements of a good course syllabus.
Other information may be added.**

Course Descriptors

___ Course Number

___ Course Title

___ Term

___ Instructor's name

___ Credit Hours of class

Introduction

___ Class meeting day and time

___ Instructor office hours

___ Instructor phone and e-mail (optional)

Other Important Sections

___ Required materials

___ Course description and prerequisites

___ Rationale

___ Learning (or Course) outcomes

___ Assessment

___ Course requirements

___ Evaluation strategies/grading criteria

___ Sexual Harassment

___ Plagiarism and Academic Dishonesty

___ Instructional methods

___ Content Outline

___ Registration Policy

___ Students with Disabilities Policy

___ Inclement Weather Policy

___ Withdrawal Policy

___ Student Privacy Rights

___ Attendance Policy

See <http://www.uakron.edu/colleges/faa/syllabus/policies.doc> for full description of each item.