

SYLLABUS CHECKLIST

a list of some important aspects of a syllabus.

WHAT ARE COMPONENTS OF A GOOD SYLLABUS?

- Welcome message** emphasizing your enthusiasm and excitement
- Contact info for instructional team** (email, student hours locations, etc)
- Course logistics** (course title, meeting time, date, and location)
- Overall learning objectives and goals** (skills, content, etc)
- Learning materials** (textbooks including version, modeling software, etc), where to get them, and whether or not they are required
- Grading scheme & scale** (assessments, participation, self-reflections, etc)
 - consider a graphical representation and instructions for calculations
- Course schedule** (including assignments, readings, assessments, etc)
- Statements and policies:**
 - attendance disability accommodations communication
 - academic integrity (collaboration, plagiarism)
 - flexibility (late work, extensions, re-grades)
 - participation/engagement (synchronous, asynchronous)
 - electronics in class (mobile devices, laptops)
 - support of student mental and physical health
- Links to resources on campus:**
 - student health and counseling cultural centers and affinity centers
 - tutoring, advising offices, disability services basic needs
- Suggestions to promote success:**
 - metacognitive and study strategies, links, and resources
 - suggestions and tips for success from former students
 - hidden curriculum (student hours, asking questions, mentorship, etc)
- Something about you as a person**

**Consider having two versions of your syllabus:
one graphical to promote interest, one text-only for accessibility.**