

The syllabus is your best tool for clearly communicating to your students your expectations for the course. Use the checklist below to verify your syllabus includes all the essential elements.

Course Name: _____ Reviewed By: _____ Date: _____

Course Details	Comments
<input type="checkbox"/> Course name <input type="checkbox"/> Course description <input type="checkbox"/> Prerequisites <input type="checkbox"/> Learning objectives/outcomes <input type="checkbox"/> Meeting location <input type="checkbox"/> Meeting time	
Contact Information	Comments
<input type="checkbox"/> Instructor name <input type="checkbox"/> Instructor e-mail <input type="checkbox"/> Instructor phone <input type="checkbox"/> Instructor web site (if available) <input type="checkbox"/> Information on when and how to contact instructor	
Expectations	Comments
<input type="checkbox"/> Required materials <input type="checkbox"/> Supplemental course site (if required) <input type="checkbox"/> For student participation <input type="checkbox"/> For student behavior <input type="checkbox"/> For timely communication from instructor	
Grading	Comments
<input type="checkbox"/> What will be graded <input type="checkbox"/> Breakdown of grade <input type="checkbox"/> Grading scale	
Schedule	Comments
<input type="checkbox"/> What will be covered and when	
Policies	Comments
<input type="checkbox"/> Grading policy (late work, returned work, etc.) <input type="checkbox"/> Academic Honesty <input type="checkbox"/> Accommodation for disability <input type="checkbox"/> Other departmental/school/accreditation notices	