Syllabus Checklist

For more information, see: www.cmu.edu/teaching/designteach/syllabus/checklist

The Faculty Senate recommends you include:

☐ Contact information for the instructor(s) and TA(s), including email, office hours/location, etc.
☐ Course description that explains the course’s scope and purpose, format (e.g., lecture, recitation, lab, studio), relevance to students’ academic/professional goals, and major deliverables (e.g., project, presentation, paper, exhibit)
☐ Statement of assumed/required prior knowledge
☐ List of learning resources and whether they are required or supplementary (e.g., textbooks, software, etc.)
☐ Course-level learning objectives that articulate what students should be able to do by the end of the course
☐ Description of major assessments and how they contribute to the final grade
☐ Statements and policies that clearly communicate your expectations regarding
  o Attendance
  o Academic integrity, including collaboration and plagiarism
  o Late/make-up work
  o Accommodations for student with disabilities
☐ Statement encouraging student wellness
☐ Expected semester schedule

The Eberly Center recommends you also include:

☐ Grading scale that lists the percentage credit or number of points corresponding to each letter grade
☐ Statements and policies that clearly communicate your expectations regarding
  o Participation
  o Re-grading
  o Use of mobile devices
  o Student recording of class
☐ Study Tips that could help increase students’ success in your course
☐ Relevant campus resources (e.g., GCC, Academic Development, etc.) that could provide supplementary assistance to students