

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
 - Attendance
 - Academic integrity, including collaboration and plagiarism
 - Late/make-up work
 - Accommodations for student with disabilities
- Statement encouraging student wellness
- Expected semester schedule
- Diversity statement

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
 - Participation
 - Re-grading
 - Use of mobile devices
 - 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