

# Syllabus Checklist

For more information, see [www.cmu.edu/teaching/designteach/syllabus/checklist](http://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
  - Use of generative AI tools
  - Student recording of class
- ☐ Study tips that could help increase students' success in your course
- ☐ Relevant campus resources (e.g., Student Academic Success Center [SASC], Counseling and Psychological Services [CaPS], etc.) that could provide assistance to students