

### **Syllabus Checklist**

- ☐ Course number, section, and name
- ☐ Semester/year
- ☐ Faculty member's name, phone number and email
- ☐ Faculty member's office location and office hours
- ☐ Goals, objectives and learning outcomes for the course
- ☐ Required texts
- ☐ Assignments with grade distribution
- ☐ Grading scale
- ☐ Brief description of assignments
- ☐ Schedule of classes and topical outline
- ☐ The following statements should appear on the syllabus. [Suggested examples are available.](#)
  - ☐ Statement of Policy on Academic Misconduct
  - ☐ Statement of Attendance Policy
  - ☐ Diversity Statement
  - ☐ Disability Accommodation
  - ☐ Final Exam Accommodation