

## A Course Syllabus Production Checklist

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<u>Course Details:</u>	<u>Have you Included This?</u>
1. Course name, number, unique number and semester (Unique numbers are found in the <i>Course Schedule</i> )	<input type="checkbox"/>
2. When and where the class meets	<input type="checkbox"/>
3. Instructor's name	<input type="checkbox"/>
4. Instructor's office location and phone number	<input type="checkbox"/>
5. Instructor's office hours	<input type="checkbox"/>
6. Lab or discussion section(s) time and place (if applicable)	<input type="checkbox"/>
7. Teaching assistant(s)/grader(s) name(s)	<input type="checkbox"/>
Teaching assistant(s)/grader(s) office and phone number	<input type="checkbox"/>
Teaching assistant(s)/grader(s) office hours	<input type="checkbox"/>
<u>Course Objectives:</u>	
8. Course overview	<input type="checkbox"/>
9. Overall course objectives and outline	<input type="checkbox"/>
<u>Course Requirements:</u>	
10. Course pre-requisites and co-requisites	<input type="checkbox"/>
11. Textbooks and other materials required	<input type="checkbox"/>
12. A detailed description of how course will be graded (how many quizzes, tests, papers; weighting of each; amount of homework, etc.). This description required by University regulations.	<input type="checkbox"/>
13. Details on how homework will be handled (grading, posting, late policy, etc.).	<input type="checkbox"/>

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14. Preliminary information on term papers or projects, if any.
15. Information concerning course/laboratory/discussion coordination.
16. Policy statements on such things as attendance, makeup exams, scholastic dishonesty, etc.
17. A list of all critical dates for administration of class including...
  - a. Last day to drop without penalty
  - b. Last day to drop with a given grade
  - c. Exam dates, including final exam date (see Course Schedule)
  - d. Major due dates for project
  - e. Any other special dates (field trips, special speakers, etc.)
18. Assignments of problems and readings as far ahead as possible.
19. Location of and bibliographic data on any reading on reserve in libraries.

Other Information:

20. Recommended readings
  21. Hints on taking notes, exams, etc.
  22. Information about tutoring, course files, etc.
  23. Sample test questions.
  24. Extra credit assignments (if applicable).
  25. Student Information Form (to be returned to you).
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