Syllabus Checklist

What are components of a good syllabus?

- Welcome message emphasizing your enthusiasm and excitement
- Contact info for instructional team (email, student hours locations, etc)
- Course logistics (course title, meeting time, date, and location)
- Overall learning objectives and goals (skills, content, etc)
- Learning materials (textbooks including version, modeling software, etc), where to get them, and whether or not they are required
- Grading scheme &scale (assessments, participation, self-reflections, etc)
    - consider a graphical representation and instructions for calculations
- Course schedule (including assignments, readings, assessments, etc)
- Statements and policies:
    - attendance
    - disability accommodations
    - communication
    - academic integrity (collaboration, plagiarism)
    - flexibility (late work, extensions, re-grades)
    - participation/engagement (synchronous, asynchronous)
    - electronics in class (mobile devices, laptops)
    - support of student mental and physical health
- Links to resources on campus:
    - student health and counseling
    - cultural centers and affinity centers
    - tutoring, advising offices, disability services
    - basic needs
- Suggestions to promote success:
    - metacognitive and study strategies, links, and resources
    - suggestions and tips for success from former students
    - information about hidden curriculum (student hours, asking questions, mentorship, etc)
- Something about you as a person

Consider having two versions of your syllabus: one graphical to promote interest, one text-only for accessibility.