

## Student-Centered Syllabus Checklist

<b>Complete Course Information</b>	
1.	Course number and title
2.	Days, hours, and location of class meetings
3.	Credit hours
4.	Required or recommended prerequisites, including permission of the instructor for enrollment
5.	Any required review sessions, if applicable
6.	Any required laboratories or recitation or discussion sections, with the same information as given for the course.
7.	Titles and location of any online course materials, exercises, assignments, exams, and supplementary materials that are in the LMS, on the web or on any other tool.
<b>Information About Yourself and Teaching Assistants</b>	
8.	Your full name and title, the way you wish to be addressed
9.	Your office location, and email address.
10.	Your office phone number: (Optional)
11.	Your Home page URL/Linkedin: (Optional)
12.	Your office hours
13.	Your teaching assistant's name, title, and availability, if applicable
<b>Course Materials, Description, and Outcomes</b>	
14.	Required materials: Assigned books and a briefly annotated list of reading materials, such as, journal articles, Web materials with full citations.
15.	Recommended materials: A list of optional readings, supplementary text, and resources that can enhance understanding and provide deeper insights into course topics.
16.	Any other materials required for the course such as software, calculator, etc.
17.	A complete course description, including the course scope, rationale for it, the major topics it will address, and the organization or flow of the course.
18.	The course learning goals and objectives that articulate the specific knowledge, skills and values you intend for students to learn or develop.
<b>Grading Criteria and Evaluation</b>	
19.	All graded course requirements and a complete breakdown of your grading scale, preferably supported by an explanation or justification (e.g., why certain assignments are weighted more heavily than others).
20.	The criteria on which each written assignment, project, and oral presentation will be evaluated, including your grading system.
21.	If applicable, outline your policies regarding revisions and opportunities for extra credit.
<b>Classroom and Institutional Policies</b>	
22.	Your policies on attendance, tardiness, and classroom behavior (e.g., leaving classroom and phone usage).
23.	Your policies on missed or late exams and assignments
24.	All relevant college and institutional policies related to attendance, academic integrity, grading, accessibility, and student conduct as well as their applications to your course.
25.	Proper safety procedures and conduct for laboratories
<b>Course Resources</b>	
26.	A course calendar with dates of in-class activities, assignments, and assessments
27.	Relevant campus support services for students and their locations
28.	Available study or assignment aids