

# Syllabus Checklist

*College of Arts & Sciences*

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College Policy on syllabi: All courses must provide a syllabus. Syllabi should not be photocopied, but rather posted on Blackboard and discussed on the first day of class. In addition, an electronic file of your syllabus should be sent to the College office ( [woronerj@spadmin.usf.edu](mailto:woronerj@spadmin.usf.edu)). Please name your file as follows:  
Lastname\_coursenum\_refnumber

e.g. Jones\_EXP3213\_85432.pdf

USFSP has embraced an outcomes-based form of assessment, and you should indicate in your syllabus how this course fits in this model (see outcome and assessment requirements below). For a full description of items included in this “outcomes-focused” syllabus format, go to the following URL:

[http://www.league.org/gettingresults/web/module2/learning/writing\\_syllabus.html](http://www.league.org/gettingresults/web/module2/learning/writing_syllabus.html).

## These items must be included in your syllabus:

<input type="checkbox"/> Course Title	<input type="checkbox"/> Office Location	<input type="checkbox"/> Email address
<input type="checkbox"/> Instructor Name	<input type="checkbox"/> Office Hours	<input type="checkbox"/> Course Description
<input type="checkbox"/> Department	<input type="checkbox"/> Phone Number	<input type="checkbox"/> Required text/material

## These items should also be included, but require more detail:

**Assessment and Grading:** Include number of, and date for each examination, papers and all other tasks assigned and assessed for grade. Indicate how assignments and exams will be weighted when final grades are calculated. If freshmen are enrolled, indicate that you will be posting mid-term grades.

**Student Learning Outcomes:** Please explicitly note what requirements your course satisfies (e.g., “This course satisfies the General Education Area: Social Sciences requirement”, Gordon Rule, etc.) Please include General Education student learning outcomes (SLOs) or program learning outcomes (e.g., from your program ALCs)

**Key Assignments:** Include assignments used for General Education student learning outcomes (SLOs) or program (ALC) assessment.

**Course Content Breakdown (Optional):** Some instructors use an assessment model that breaks their course into the following three areas. You may use this to organize your course description.

1. Concepts (concepts students should understand)
2. Skills (specific actions students will carry out)
3. Issues (potential problems students will confront)

**Grading Policy:** The College encourages you to use a plus/minus grading system to assign student grades. In all cases, be sure to specify what % each course requirement contributes to the final grade (e.g., if participation is a component, specify how it will be measured and what % it will contribute to the final grade).

**Attendance Policy:** Will missing classes affect grades?

**Incomplete Policy:** An "I" grade indicates incomplete coursework and may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade.

**S-U Policy:** S-U contracts must be negotiated in writing within the first three weeks of the term.

**Religious Preference Absence Policy:** Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide advance notice of the date(s) to the instructor, in writing, by the second week of classes.

**Accommodation Policy:** Students with documented learning and/or physical disabilities in need of accommodation should be encouraged to work with Student Disability Services and inform the instructor about any special requirements they may have. All reasonable efforts should be made to accommodate students with regard to note taking, reading assignments and test taking.

**Academic Dishonesty Policy:** You should have one, and be specific about the consequences of cheating, plagiarism, etc. You may wish to include definitions and examples of plagiarism.

**Other Policies As Appropriate:** Include course-specific policies such as dress code, materials handling, safety, etc.

**Are Notes or Tapes permitted for purposes of sale?** Please state this explicitly.

Late updated (9/4/2008)

## COURSE SYLLABUS

Semester: Fall Spring Summer A B C      Year: \_\_\_\_\_      Course:\* \_\_\_\_\_  
Dept./Prefix/Number/Section

Course Title:\* \_\_\_\_\_

Instructor:\* \_\_\_\_\_ Department: \_\_\_\_\_

Office Location: \_\_\_\_\_ Phone Number:\* \_\_\_\_\_

Office Hours:\* \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX: \_\_\_\_\_

Course Description:\* \_\_\_\_\_

Course Themes: \_\_\_\_\_

Student Learning Outcomes:\* \_\_\_\_\_

Along with description, note what requirements this course satisfies (e.g., "This course satisfies the General Education Area: Social Sciences requirement", Gordon Rule, etc.) Include General Education student learning outcomes (SLOs) or program learning outcomes (e.g., from your Academic Learning Outcomes (ALCs))

Required Textbooks and/or Materials:\* \_\_\_\_\_

Key Assignments:\* \_\_\_\_\_

Include assignment used for GE or Program (ALC) assessment.

Course Content: \_\_\_\_\_

Concepts (concepts students should understand); Skills (specific actions students will carry out); Issues (potential problems students will confront)

Learning Resources: \_\_\_\_\_

Assessment and Grading:\* \_\_\_\_\_

Include examinations, number and dates; papers and all other tasks assigned and assessed for grade; mid-term grades for freshmen

## COURSE POLICIES

Attendance Policy:\* \_\_\_\_\_

Will missing classes affect grades?

Grading Policy:\* \_\_\_\_\_

At the discretion of the individual instructor, you may use a plus/minus grading system to assign student grades. Be sure to specify what % each course assignment/component contributes to the final grade (e.g., if participation is a component, specify how it will be measured and what % it will contribute to the final grade).

S-U Policy: \_\_\_\_\_ S-U contracts must be negotiated in writing within the first three weeks of the term.

Incomplete Grade Policy: \_\_\_\_\_

An "I" grade indicates incomplete coursework and may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade.

Make Up, Missed Work Policy: \_\_\_\_\_

Other Policies: e.g., no open-toed shoes in science labs

Are Notes or Tapes permitted for purposes of sale?\*

Religious Preference Absence Policy: \_\_\_\_\_

Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide advance notice of the date(s) to the instructor, in writing, by the second week of classes.

Accommodation Policy: \_\_\_\_\_

Students with documented learning and/or physical disabilities in need of accommodation should be encouraged to work with Student Disability Services and inform the instructor about any special requirements they may have. All reasonable efforts should be made to accommodate students with regard to note taking, reading assignments and test taking.

Academic Dishonesty Policy: \_\_\_\_\_