

## Syllabus Checklist

*The course syllabus...should be a document that captures the scope of the discipline and identifies the contribution of the course to that discipline.*

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- Course Information
  - Course Name, Number, and Section
  - Class Meeting Time
  - Class Meeting Place
- Contact Information
  - Your Name and Title
  - Office Number/Building
  - Your Office Hours (both asynchronous and synchronous)
  - Office Phone and Fax Number
  - E-mail Address
  - Class E-mail Address
  - Information about your graduate assistant if you have one
- Material
  - Required Readings/Texts
  - Suggested Readings
  - E-mail Account and Other Instructional Technologies
  - Course Packs
  - Other Materials
- Course Description
  - Goal/Rationale of the Course
    - How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline (where it fits into the overall intellectual area)
    - Type of knowledge and abilities that will be emphasized
    - How and why the course is organized in a particular sequence
  - Learning Objectives ["Approved written objectives of each course" and course outlines to students. University policy requires that an outline of the course contents be distributed at the beginning of the semester along with the written objectives. The evaluation of each instructor's teaching effectiveness will begin with the approved written objectives of the instructor's course.]
    - What the students will gain from your course
    - Why you chose these objectives as the most important skills/knowledge (It is helpful to include objectives for each of the class meetings or topics.)
- Teaching Philosophy – What is your approach for teaching this course? What do you think students should do to best benefit from the course? You may include your expected teaching methods and a statement regarding students' responsibility for

learning and your responsibilities as their instructor.

- Student Responsibilities
  - Participation
  - Homework
  - Other Daily Responsibilities
  - Projects, including information on group processes
  - Tests/Exams
- Course Content and Outline (may be in the form of a course calendar)
  - Class Meeting Dates
  - Holidays/Other Non-meeting Dates
  - Major Topics
  - Due Dates for Readings, Assignments, Tests, Projects, etc.
- Evaluation (Grading) Standards and Method — A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit! You may include format, number, weight for quizzes and exams, descriptions of papers and projects, as well as how they will be assessed and the overall grading scale and standards.
- Resources
  - Web-based
  - Labs
  - Study Groups/Halls
  - Other Types of Help
- Essential Policy Information (Accompanying each item should be a statement on how each will impact grades.)
  - Attendance/Lateness Policy
  - Policy for Late Work
  - Policy for Missed Tests
  - Policy for Extra Credit
  - Copyright Statement [Suggested language]:

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act.
  - Florida State Academic Honor Policy—[The Faculty Senate suggests]:

The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University.” ([Academic Honor Policy](#))

- ❑ ADA Policy: [Suggested language from the Faculty Senate]:  
AMERICANS WITH DISABILITIES ACT:  
Students with disabilities needing academic accommodation should:  
(1) Register with and provide documentation to the Student Disability Resource Center; and (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class. This syllabus and other class materials are available in alternative format upon request.  
For more information about services available to FSU students with disabilities, contact:  
**Student Disability Resource Center**  
97 Woodward Avenue, South  
108 Student Services Building  
Florida State University  
Tallahassee, FL 32306-4167  
(850) 644-9566 (voice)  
(850) 644-8504 (TDD)  
[sdrc@admin.fsu.edu](mailto:sdrc@admin.fsu.edu)
  
- ❑ Syllabus Change Policy: [Suggested language from the Faculty Senate]  
Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.