

## Syllabus Checklist for Faculty

A primary purpose of a syllabus is to communicate to your students what the course is about, why it is taught, where it is going, and what will be required of the students for them to complete the course with a passing grade. Because students will view your syllabus as a kind of "contract," it is important to be as clear as possible, and to avoid changing major aspects of the syllabus after the first day of class. View the [Center for Teaching Excellence's website](#) for additional information on creating a quality syllabus.

Below is a list of items that are recommended for you to include in your syllabus.

<b>General Course Information</b>
1. Course designator, course number, course title and Carolina Core designation (if applicable)
2. Semester and year of offering
3. Class meeting time and location
<b>Instructor/TA Contact Information</b>
4. Name and preferred title
5. Contact information (phone, email)
6. Preferred method of contact
7. Office location
8. Office hours
9. TA contact information (if applicable)
<b>Course Description</b>
10. Academic bulletin description
11. Full course description
12. Prerequisite(s)
13. Learning outcomes (measurable and stated as observable learner behaviors using action verbs)
14. Statement verifying learning outcomes are equivalent to those of a face-to-face (F2F) version of the course (for distributed learning/online courses)
15. Estimated instructional time commitments for students (for distributed learning/online courses)
<b>Instructional and Technology Information</b>
16. List of required/optional textbooks or materials (include ISBN and edition for all books and differentiate between required and optional textbooks. Include a notation that all readings/materials comply with copyright/fair use policies.)
17. Overview of how the course will be conducted (for distributed learning/online courses)
18. Communication/feedback turnaround time on discussion board postings, emails, assignments, etc. (for distributed learning/online courses)
19. Specific technologies/software/programs to be used in the course
20. Minimal student technical requirements/skills
21. Technical support
<b>Course Assignments and Assessments</b>
22. Description of assignments

23. Evaluation and grading scale
24. Rubric information or statement (if applicable)
25. Formatting for assignments
26. Securing online tests/quizzes statement
27. Clearly distinguished requirements for undergraduate and graduate credit (for 500 or 600 level courses)
<b>Course Policies and Procedures</b>
28. Attendance policy (absences and tardiness for traditional course)
29. Academic integrity statement
30. Expectations for classroom behavior (for face-to-face courses)
31. Netiquette statement (for distributed learning/online courses)
32. Laptop/smartphone policy (for face-to-face courses)
33. Late work/make-up policy
34. Instructional methods
35. Diversity and inclusion statement
36. Expectations of the instructor
37. Copyright/fair use statement
<b>Student Support Resources</b>
38. Academic success statement
39. Student Success Center (undergraduate students only)
40. Writing Center
41. Library resources
42. Disability services
<b>Course Outline/Schedule</b>
43. Topics and timeline
44. Reading assignments
45. Due dates for assignments
46. Test and exam dates
47. Course schedule including module numbers, topics, assignments and due dates (for distributed learning/online courses)
48. Use of first class session – more than syllabus review
49. No tests or major assignments due last week of class
50. Final exam date/time included (from university schedule)
<i>Note: It's important to use Final Exam period for Final Exam or other activity</i>