

Syllabus Construction: Checklist

A workshop from the University of Pittsburgh's
University Center for Teaching and Learning



BASIC INFORMATION: INSTRUCTOR AND COURSE

- Course title, number, section
- Date (semester and year)
- Course meeting days and times, room and building
- Instructor's name and title
- Instructor's office location & office hours
- Instructor's telephone number, e-mail address, web page
- Course web page
- Space for names and e-mail or phone numbers of two classmates

COURSE GOALS & OBJECTIVES

- Course goals
- Learning objectives
- Prerequisites for the course
- Description of the course

INSTRUCTIONAL ACTIVITIES & MATERIALS

- Methods of instruction
- Textbooks, readings and brief description of these
- Where texts are available (campus bookstore? Copycat? library reserve? online?)
- Other required purchases (lab supplies, computer diskettes)
- Calendar of class dates, topics, readings, assignment due dates, exams dates

ASSESSMENT OF LEARNING

- Grade breakdown for the final grade
- Brief description of each major requirement
- Due dates for assignments and projects
- Grading standards and criteria
- Quiz and exam description and dates
- Place, date, and time of final exam
- Expectations for in-class participation and group work

COURSE POLICIES

- Policy regarding academic integrity/dishonesty/plagiarism
- Policy regarding attendance
- Policy regarding late assignments & make-up exams
- Notice to students with disabilities of their right to inform the instructor immediately