

# Syllabus Checklist

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## COURSE INFORMATION

- 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 and office hours
- Instructor's telephone number, e-mail address, web page
- Course prerequisites
- Description of the course      While this may be the course description from the registrar's office, you may put it into your own words.
- Course rationale      Explain why the course is being offered, why it is relevant, why it is placed at that point within the curriculum.
- Learning objectives      Describe what students should know or do as a result of completing this course.
- Required resources      Include the textbook edition.
- Where texts are available      Campus bookstore? Library reserve? Online?

## ASSESSMENT/GRADING INFORMATION

- Brief description of each major graded requirement and corresponding percentage or point value
- Due dates for assignments, projects, quizzes, exams (this could also be placed in the course schedule)
- Grading scale
- Expectations for class attendance and participation (if applicable)

## COURSE POLICIES

- Policy regarding academic integrity/dishonesty/plagiarism (required)**
- Notice to students with disabilities (required)**
- Assignment submission/late work
- Classroom conduct

## COURSE SCHEDULE

- Topics
- Homework with date/week
- Assessments with date/week
- Learning objectives or objective numbers (optional)

## SCHOOL/DEPARTMENT REQUIREMENTS

- School or department-specific syllabus requirements or guidelines

## ADDITIONAL (OPTIONAL) INFORMATION

- Diversity and inclusion statement (example on p. 2)
- Copyright statement (example on p. 2)
- Statement on classroom recording (example on p. 2)
- Teaching philosophy
- Statement about course delivery or technology
- Rubrics
- "How to succeed in this course"
- Helpful resources
- FAQ

## Required Policies

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### **ACADEMIC INTEGRITY:**

*Include repercussions for failure to adhere to policy.*

All students are expected to adhere to the standards of academic honesty. Any student engaged in cheating, plagiarism, or other acts of academic dishonesty would be subject to disciplinary action. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the [University Guidelines on Academic Integrity](#). This may include, but is not limited to the confiscation of the examination of any individual suspected of violating the University Policy.

### **DISABILITY SERVICES:**

Disability Statement – If you require special accommodations or classroom modifications, please notify both the instructor and Disability Resources and Services by the end of the first week of the term. The office of Disability Resources and Services is located in 140 William Pitt Union (412-648-7890 [voice or TDD]), and their website is at: [<http://www.drs.pitt.edu>]. If you have a physical, learning, or emotional disability, please let me know as early as you can so that I can accommodate you.

## Sample Additional Statements

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### **DIVERSITY AND INCLUSION STATEMENT:**

I consider this classroom to be a place where you will be treated with respect, and I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the class. (American Society for Engineering Education)

### **COPYRIGHT STATEMENT:**

These materials may be protected by copyright. United States copyright law, 17 USC section 101, et seq., in addition to University policy and procedures, prohibit unauthorized duplication or retransmission of course materials. See [Library of Congress Copyright Office](#) and the [University Copyright Policy](#).

### **STATEMENT ON CLASSROOM RECORDING:**

*To address the issue of students recording a lecture or class session, the University's Senate Educational Policy Committee issued the recommended statement on May 4, 2010. While it is optional, the Committee recommends that faculty consider adding the statement to all course syllabi.*

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.

## Syllabus Functions Checklist

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Use this list to identify the functions you would like your syllabus to serve. Review your syllabus to determine whether it serves those functions.

### **DOES YOUR SYLLABUS...**

- Create the type of first impression you would like to convey?
- Set the tone for the course?
- Serve as a planning tool for you?
- Serve as a planning tool for students?
- Motivate students to set academic goals?
- Communicate important information about the course?
- Act as a contract between you and your students?