**SYLLABUS CHECKLIST**

Your syllabus is your contract with your students. It should be given and reviewed during the first class. It should clearly state all student expectations (learning and behavioral) and responsibilities for the semester. Changes should not be made once the semester starts (except in special circumstances).

1. First Page Contact Information
   * University
   * College or School
   * Department
   * Course Number- **NOTE:** include both the *new 4 digit & old 3 digit*
   * Title of Course
   * Semester/Year
   * Number of Credits
   * Name of Professor
   * Contact Number
   * Email Contact
   * Office
   * Office Hours
   * Day/Time of On-Campus Sessions
   * Class location
2. Course Description – directly from catalog
3. Prerequisites – if any (or co-requisites)
4. Learning Outcomes – observable, measurable outcomes that will be directly assessed.
   * If a General Ed. Course – include L.O. and Cross-Cutting Capacities
5. Required Text
6. Course Format
7. Overview of Assignments – titles, % of course, due dates
8. Grading-
9. Grading Scale- *NOTE: OU will be using a new grading scale as of Fall 2018*
10. Class Policies/Student Expectations
    * Academic conduct
    * Add/Drop
    * Disability Support Services/Accommodations
    * Excused Absence Policy
    * Moodle policies (if blended or online)
    * Emergency Procedures
    * Faculty Feedback
    * Religious Observances
    * Additional policies that you want your students to adhere to
11. Course Outline – dates, topics, readings, assignments due
12. Detailed descriptions of assignments with rubrics/marking schemes (included in syllabus or separate).

Prepared by: Judith Ableser Ph.D, Director

Center for Excellence in Teaching and Learning

Oakland University

Rochester, MI

ableser@oakland.edu