Syllabus Checklist

- **Instructor information** including name, title, office hours/location, email, phone number

- **Course description** beyond the university catalog text that explains the course's scope and purpose, format, and relevance to students' academic/professional goals.

- **Course objectives** that articulate what students should be able to do by the end of the course

- **Course textbook or other instructional materials** needed to participate successfully in the course

- **Course expectations and requirements** that identify what your expectations are regarding their engagement in the course meetings and other learning experiences

- **Attendance expectations** should make clear any requirements for attendance or penalties for missing class sessions

- **Assignments, rubrics and due dates** should be identified clearly to help students organize their schedules and guide their performance on assigned tasks

- **Course grading information** that includes individual points earned for assignments, attendance, exams, etc and total possible points in the course

- **Course agenda** organized using a calendar format that describes topics, activities, and other course-related events

- **Academic integrity policy** should describe instructor's expectations for students in terms of work that is to be completed independently and work that can be done collaboratively.

https://itle.okstate.edu/site-files/documents/course_syllabus_template.pdf