

COURSE SYLLABUS CHECKLIST

Adapted from the syllabus checklist available through Teaching Support Services at Wilfrid Laurier University, retrieved February 22, 2011.

The following checklists can be used to guide your thinking about what to include in your course syllabus. Not all items will be appropriate for your course, your mode of delivery or your discipline.

Table 1 - Course Syllabus Checklist: Course Information

Course Information	Got it	Need it	N/A	Comments
Course title				
Course code (number and section)				
Course description (as it appears in course calendar)				
Year/term offered				
Pre-requisites/co-requisites/exclusions				
When permission from the instructor is required to enroll				
Location(s) (lecture, tutorial, lab, etc.)				
Time(s)				
Day(s)				
Blackboard site information or course website				

Table 2 - Course Syllabus Checklist: Instructor Information

Instructor Information	Got it	Need it	N/A	Comments
Full name and title				
Office location				
Office phone number				
Office hours <ul style="list-style-type: none"> - Are appointments necessary? - Virtual office hours? - What happens during office hours? 				
Email address <ul style="list-style-type: none"> - When will you provide students with a response? - What information will be provided via email? 				



Instructor Information	Got it	Need it	N/A	Comments
Department phone number				
Personal phone number – optional, and should be provided with restrictions				
Optional – teaching philosophy statement or research statement				

Table 3 -Course Syllabus Checklist: Course Learning Materials

Course Learning Materials	Got it	Need it	N/A	Comments
Required textbook(s) – reference, price, access (e.g. bookstore, library, copy centre, other)				
Required readings – reference, price, access (e.g. bookstore, library, copy centre, online, other)				
Recommended/supplementary readings – reference, price, access (e.g. bookstore, library, copy centre, online, other)				
Web resources – links to electronic resources through the U of T Library system; links to external websites with permission				
Lab/studio materials and estimated costs (e.g. lab coat, calculator)				
Field work descriptions (needed supplies and estimated costs)				
Other				

Table 4 - Course Syllabus Checklist: Course Goals & Outcomes

Course Goals & Outcomes	Got it	Need it	N/A	Comments
Welcome to students				
Course overview and philosophy/approach				
What this course will not cover				
How does this course fit into the discipline?				
Who should take this course?				
How does this course fit into the overall curriculum?				
General course goals				

Course Goals & Outcomes	Got it	Need it	N/A	Comments
Specific learning outcomes for students				
Instructor role(s) and responsibilities to students				
Student role(s) and learning responsibilities				

Table 5 - Course Syllabus Checklist: Course Methods

Course Methods	Got it	Need it	N/A	Comments
Methods of instruction				
Rationale for teaching methods				
Mode(s) of delivery (in-class, field work, independent study, collaborative work, online work, etc.)				

Table 6 - Course Syllabus Checklist: Learning Activities Information

Learning Activities Information	Got it	Need it	N/A	Comments
Weekly course schedule <ul style="list-style-type: none"> - Weekly readings - Weekly in-class activities - Weekly out-of-class work - Weekly responsibilities (e.g. taking notes for the class, posting discussion questions on the Portal, etc.) 				
Course topics, organized in any of the following ways: <ul style="list-style-type: none"> - Chronologically - Thematically - Process-oriented - Hierarchically 				

Learning Activities Information	Got it	Need it	N/A	Comments
Assessment scheme (weighted value and brief description of all items to be evaluated as part of the course mark); must conform to all U of T grading practices, including: <ul style="list-style-type: none"> - Students must receive 15% of their final grade before the drop date - Term work due or held during the last two weeks of any term must be worth 25% or less (combined value) of the final grade - No one test, essay, exam, etc. can be worth more than 80% of the final grade 				
Assignment due dates				
Assignment goals and expectations				
Details on submitting and returning assignments				
Exam/quiz dates (in-class and online)				
Exams described (format, length)				
Required special events				
Important dates <ul style="list-style-type: none"> - Last day to drop without penalty - Make-up dates - Religious holidays - Study breaks - Exam periods 				

Table 7 - Course Syllabus Checklist: Course Policies

Course Policies	Got it	Need it	N/A	Comments
Attendance/lateness				
Participation (in-class, online, standards, guidelines)				
Communication (email, discussion board, telephone, in person; response time)				

Course Policies	Got it	Need it	N/A	Comments
Missed exams/tests				
Missed term work				
Process for submitting documentation for missed term work				
Grading process				
Process to query a grade				
Collaborative work – protocol and guidelines				
Educational technologies (e.g. clickers, blogging)				

Table 8 - Course Syllabus Checklist: University Policies

University Policies	Got it	Need it	N/A	Comments
Code of Behavior on Academic Matters				
Code of Student Conduct				
Academic integrity statement (including information on avoiding plagiarism)				
Accessibility statement				
Turnitin.com statement (as applicable)				
Health and safety statement (e.g. for labs and field work)				

Table 9 - Course Syllabus Checklist: Student Supports (course-specific)

Student Supports- course specific	Got it	Need it	N/A	Comments
Review Sessions				
Study tips/guides				
Course FAQ				
Estimation of student workload				

Table 10 - Course Syllabus Checklist: Students Supports (institutional)

Student Supports- institutional	Got it	Need it	N/A	Comments
College/campus writing centres				
Academic Success Centre				

Student Supports-institutional	Got it	Need it	N/A	Comments
Counselling and Psychological Services				
Accessibility Services				
Libraries				
Research skills instruction				
Campus tutoring				

Table 11 - Course Syllabus Checklist: Learning Tools

Learning Tools	Got it	Need it	N/A	Comments
Glossary of discipline-specific or course-specific terms				
Copies of old exams (as applicable, depending on your division)				
How to take notes and prepare study notes				
Reference list of more in-depth readings, or remedial refreshers (the “catch-up” list)				
How to procure difficult-to-obtain materials (e.g. hard-to-access journals or books, charts, graphs, images)				
User instructions for Portal site, course web site, software programs				

The following table can be used to help you articulate meaningful explanations of course activities and assignments, as well as clear expectations surrounding course work for your students.

Table 12 - Course Activities Template

Learning Activity	Role of activity in course learning (knowledge transfer, skill acquisition, application of knowledge, extension of learning)	Students’ responsibilities (role of student, how student should prepare for activity, why activity matters for student learning)
Lecture		
Tutorial		
Lab/studio		
Seminar		

Learning Activity	Role of activity in course learning (knowledge transfer, skill acquisition, application of knowledge, extension of learning)	Students' responsibilities (role of student, how student should prepare for activity, why activity matters for student learning)
Discussion (online and in class)		
Papers		
Quizzes/Tests/Exams		
Projects (individual or group)		
Exercises		
Collaborative activities (in-class)		