

SYLLABUS CHECKLIST¹

Recommendations based on Best Practices

- Course Information**
 - Course Name, Number & Section
 - Class Days and Times
 - Class Location (Room Number and Building)

- Contact Information**
 - Instructor's Name & Title
 - Email Address
 - Office: Room Number and Building
 - Office Phone (& Fax) Numbers
 - Office Hours: Day(s) and Times
 - Teaching Assistant(s) – name(s) and contact information
 - Department Information - (e.g., room/building, phone number)

- Course Materials**
 - Required (and Suggested) Readings/Texts: Full citation with ISBN and price information from various sources, e.g., Barnes and Noble, Shakespeare, online options (e.g., <http://www.bestbuybooks.com/>, <http://www.allbookstores.com/>, <http://www.bookfinder4u.com/>)
 - Instructional Technologies (e.g., Blackboard)
 - Materials on reserve in the library, if applicable
 - Other materials, if applicable

- Course Description**
 - Pre-requisites: required courses and skills
 - Teaching Philosophy & Approach
 - Goal/Rationale
 - Statement/s of intent or vision
 - How the course will benefit students (e.g., position them to take other courses or advance toward a particular career; enhanced program-level competencies)
 - Learning Outcomes: Specific measureable results, expected subsequent to a learning experience (*required on all syllabi by Senate resolution*)
 - Knowledge (Cognitive): Knowledge of disciplinary content that students learn
 - Skills (Behavioral): The learned capacity to do something
 - Attitudes and Values (Affective): Changes in views and beliefs about an issue or problem
 - Abilities: Integration of knowledge, skills, and attitudes in complex ways that require multiple elements of learning

- Course Calendar & Content**
 - Class meeting dates and topics
 - Holidays/Other non-meeting dates/Days when classes follow a different schedule (e.g., a Wednesday that follows a Monday schedule)
 - Last date to drop a course (delete from record) / Last date to drop without a W
 - Assignments, projects, exam dates

Grading Method & Scale

- A clear and explicit explanation of evaluation methodology
 - Format and weight of course performance requirements – participation, quizzes, assignments, homework, projects, exams, etc.
 - Indication of grading rubric(s), if applicable

 Resources (include all that apply)

- Web-based
- Laboratories and studios
- Study groups/ review sessions
- Tutoring (e.g., from peers, at college learning centers)
- Example/s of excellent performance for applicable requirements
- Other types of help

 Essential Policy Information: Accompanying each item should be a statement indicating how each will have an impact on grades (if applicable).

- Attendance/lateness policy
- Policies for late work / missed tests / Incompletes
- Policy for extra credit
- Policy on the use of instructional technologies (e.g, Blackboard)
- Email Policy (i.e., when you check your email for this class; when students can expect a response from you)

 Hunter College Policy on Academic Integrity (*required on all syllabi by Senate resolution*)

“Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures.”

 ADA Policy [Suggested language from Office of AccessABILITY]

”In compliance with the American Disability Act of 1990 (ADA) and with Section 504 of the Rehabilitation Act of 1973, Hunter College is committed to ensuring educational parity and accommodations for all students with documented disabilities and/or medical conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical, and/or Learning) consult the Office of AccessABILITY, located in Room E1214B, to secure necessary academic accommodations. For further information and assistance, please call: (212) 772- 4857 or (212) 650-3230.”

 Syllabus Change Policy

- Sample Language: Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.
- Indication of how students are expected to find out about changes to the syllabus (e.g., via Bb, class attendance, etc.)

ⁱ Adapted from the Syllabus Checklist developed at Florida State University’s Center for Teaching & Learning, retrieved October 15, 2009 from <http://learningforlife.fsu.edu/ctl/explore/bestPractices/syllabi.cfm>.