

Syllabus Checklist

Course:

Minimum Requirements for All Syllabi

Does the syllabus have...

- ☐ Instructor name and contact information
Note: if the course is taught by a GA, both the GA and supervising faculty member must have their name and contact information listed
 - ☐ Office hours/engagement policy (CANNOT be 'by appointment' only)
 - ☐ Office location/office hours access
 - ☐ University phone number
 - ☐ University email address
- ☐ Course goals and topics
Note: if a separate course description is provided, it must be consistent with the course description given in the Undergraduate or Graduate Catalog (e.g., introductory vs. advanced topics)
- ☐ Course materials and fees (e.g., any required texts, materials, supplies, equipment, with full bibliographic information for texts, videos, and similar materials)
- ☐ Student learning outcomes (SLOs)
 - ☐ SLOs are concrete and measurable descriptions of the knowledge, skills, behaviors, and/or dispositions gained by students who have successfully completed (passed) the course
 - ☐ I confirm that the core SLOs are the same for all sections of a course, regardless of instructor and modality
- ☐ Assignments, readings, and activities, and any required activities scheduled outside of class times (e.g., field trips, performances etc.)
- ☐ How grades are determined (e.g., types of assignments and grade breakdown)
- ☐ Grading scale or scheme
- ☐ A policy for responding to student emails in a reasonable and defined time frame
Note: this is required for TT faculty, and recommended for all

All syllabi must also be compliant with federal guidelines for accessibility; resources for this can be found on CTE's [ADA Title II Compliance webpage](#) for further details.

Additional requirements for UCC, online, and 400/500 co-convened courses are on the next page, as well as room to provide written feedback

For UCC Syllabi – Additional Requirements

Does the syllabus have...

- ☐ The UCC category that the course fulfills (Foundation Skills, Fine Arts, Human Health, Humanities, Science, Social Science, or Multicultural/Diversity) and information on how the course content and outcomes align with that category ([example](#))
- ☐ UCC-specific SLOs
 - Note: these should match the UCC Assessment Plan on file and be aligned with the UCC category that the course fulfills*
 - ☐ I confirm that the UCC SLOs are the same for all sections of a course, regardless of instructor and modality
 - ☐ UCC SLOs have been agreed upon by the faculty as a whole
 - Note: if this has not yet been done, it should be worked into faculty meetings*

For Online Course Syllabi – Additional Requirements

Does the syllabus have...

- ☐ Clear information on how [RSI \(regular, substantive interaction\)](#) with students will be achieved (see [CTE's RSI resources](#) for suggested activities and documentation)

For Co-Convened 400/500 Course Syllabi – Additional Requirements

Does the syllabus have...

- ☐ SLOs that are differentiated across course levels
- ☐ Assessments and/or performance expectations that are differentiated across course levels

Feedback:



Southern Illinois University
CARBONDALE