

## A Course Syllabus Production Checklist

<b><u>Course Details:</u></b>	Have you Included This?
1. Course name, number, unique number and semester	<input type="checkbox"/>
2. When and where the class meets	<input type="checkbox"/>
3. Instructor's name	<input type="checkbox"/>
4. Instructor's office location and phone number	<input type="checkbox"/>
5. Instructor's office hours	<input type="checkbox"/>
6. Lab or discussion section(s) time and place (if applicable)	<input type="checkbox"/>
7. Teaching assistant(s)/grader(s) name(s)	<input type="checkbox"/>
Teaching assistant(s)/grader(s) office and phone number	<input type="checkbox"/>
Teaching assistant(s)/grader(s) office hours	<input type="checkbox"/>
<b><u>Course Objectives:</u></b>	
8. Course overview	<input type="checkbox"/>
9. Overall course objectives and outline	<input type="checkbox"/>
<b><u>Course Requirements:</u></b>	
10. Course pre-requisites and co-requisites	<input type="checkbox"/>
11. Textbooks and other materials required	<input type="checkbox"/>
12. A detailed description of how course will be graded (how many quizzes, tests, papers; weighting of each; amount of homework, etc.). This description required by University regulations.	<input type="checkbox"/>
13. Details on how homework will be handled (grading, posting, late policy, etc.).	<input type="checkbox"/>
14. Preliminary information on term papers or projects, if any.	<input type="checkbox"/>
15. Information concerning course/laboratory/discussion coordination.	<input type="checkbox"/>
16. Policy statements on such things as attendance, makeup exams, scholastic dishonesty, etc.	<input type="checkbox"/>
17. A list of all critical dates for administration of class including...	
a. Last day to drop without penalty	<input type="checkbox"/>
b. Last day to drop with a given grade	<input type="checkbox"/>
c. Exam dates, including final exam date (see Course Schedule)	<input type="checkbox"/>
d. Major due dates for project	<input type="checkbox"/>

- e. Any other special dates (field trips, special speakers, etc.)
- 18. Assignments of problems and readings as far ahead as possible.
- 19. Location of and bibliographic data on any reading on reserve in libraries.

**Other Information:**

- 20. Recommended readings
- 21. Hints on taking notes, exams, etc.
- 22. Information about tutoring, course files, etc.
- 23. Sample test questions.
- 24. Extra credit assignments (if applicable).
- 25. Student Information Form (to be returned to you).