



Syllabus Checklist

The checklist below provides a suggested guide for what elements to include in your syllabus. These are easy to list, but what too often gets excluded is an understanding of the subject that will draw students into the content. This may be harder to measure, but here are a few questions that might spark some thought:

- Does the syllabus invite students into the course and subject matter by providing a context for the course within the discipline?
- Does the course appear challenging but not overwhelming?
- Does the syllabus provide the sense that the faculty member cares about her students? (Communication methods outlined; policies firm but not threatening, etc.).
- Is the syllabus easy to read? Printable?

Once the tone of the work is established, the check points can be assessed. Here are some standard features that make an understandable and complete syllabus.

√	General Course Information
	Course title, catalogue number, section, LOCUS condition codes (W, EL, etc.)
	Semester, year
	Graduate, undergraduate, credit, pass-fail, etc.
	Class meeting times; location
	Modality (online, blended, on-ground)
	If online or blended: virtual meeting space address
	If blended, what will be online and what on-ground
	Additional locations (lab, studio, etc.)
√	Instructor Information
	Name, preferred title
	Contact information: phone, email, Twitter; preferred method for communication
	Office location
	Office hours (online, on-ground)
√	Course Description
	Course description (provided by department)
	Course overview
	Course outcomes , stated in measurable terms (requirement of the Higher Learning Commission, Loyola's accrediting body).
	IDEA/Campus Labs outcomes
	Prerequisite requirements clearly stated
	Educational/technology proficiencies expected
	Other requirements of the department/school/college

√	Instructional and Technological Information
	Teaching method: lecture, discussion, group work, etc.
	Required and recommended textbooks or ebooks.
	Instructional materials available in Sakai; online
	Technologies used; expected student proficiency
	Hardware, software or internet services required
√	Course Assignments and Assessments
	Assignment details: description of assignments and grading scale
	Grading policy
	Detail of how assignments align with course outcomes
	Explanation of how student work will be assessed and what feedback to expect
	Course evaluation information listed
	Writing and style requirements
	Course Policies
	Student expectations
	What students can expect from the faculty member
	Attendance requirements
	Course conduct: in class, online, privacy of course discussions, respect for others' views
	Late work
	Copyright and intellectual property
	Use of technology in class (cell phones, lap tops, etc.)
	Communication protocol
	Academic integrity policy
	Change syllabus policy
	Statement of Intent (syllabus is a contract)
√	Student Support Resources
	Information re: students with disabilities (Services for Students with Disabilities)
	Library resources; library subject area specialist
	Helpdesk
	Writing Center
	Ethics Hotline (Office of Student Conduct & Conflict Resolution)
√	Weekly Content
	Weekly schedule of readings and assignments
	Weekly topics and goals
	Assignment and test due dates