

## Senate Curriculum Committee

### Syllabus Checklist

#### 1. Required syllabus elements:

- Method of instruction (e.g., lecture, lab, on-line)
- Expected Learning Outcomes
- Outline of topics (by day, week, or percent of time)
- Schedule of assignments (including readings, homework, exams, and papers)
- Evaluation/Grading schema (i.e., weight given to various course requirements)
- Grade scale (how grading points or percentages correspond to letter grades)
- Course text(s) and author(s)
- Attendance policy (clarify whether and how attendance affects course grade)
- Instructor's contact information, including office hours

#### 2. Optional Syllabus Elements:

- Course description
- Course objectives
- Social justice statement (if you do include the social justice statement, you must use the language provided by the University [[link to social justice statement](#)]).
- Grading rubrics