

Syllabus Checklist

[Faculty Senate Policy 43-00](http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/) (<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/>) **requires** that a written (paper or electronic form) syllabus must be distributed to students in each course on or before the first class meeting, and the syllabus must remain available to students electronically until the end of the semester. The syllabus must include:

- Contact information for all course instructors
- Required course materials
- Course content and expectations
- Location of the program (i.e., class meeting times and location)
- Course Goals and Objectives
- Grade Breakdown by Assessment Type and Percentage
- Examination Policy (include evening exam schedule, if applicable)
- Academic Integrity Statement**
- Information on procedures related to academic adjustments identified by the Office of Disability Services**
- Information on available Counseling & Psychological Services**
- Reporting Educational Equity Concerns through the Report Bias site**

Changes to the syllabus (e.g., changes to policies or due dates) must be distributed in written form (paper or electronic). Although not required, a syllabus “subject to change statement” is recommended.

A syllabus is a roadmap that students follow in order to be successful in a course. A thorough syllabus will contain most or all of the following items, some of which cover required items listed at the top of this sheet.

Basic Course Information

- *Course ID, Name, Number/Section title
- *Credit hours
- *Prerequisites (courses, skills, experience)
- *Classroom location and time
- *Lab/Recitation location and time
- *Class meeting days
- *Course start/end dates

Instructor Information

- *Full name and title
- *Office location
- *Office phone
- *Office hours and how to arrange a meeting at times not regularly scheduled
- *E-mail address

* usually included

J. Scott, 2/26/18

1

- *Teaching Assistants' names, locations, and phone numbers
- Department location and phone number
- Home phone number and calling hours
- Chat and/or Twitter account
- Educational Philosophy

Text, Readings, Materials

- *Textbook(s): title, author, date and edition, publisher, cost, ISBN#
- *Supplementary readings
- *Other materials

Course Descriptions/Content/Objectives/Expectations

- *Course description (Course descriptions are stored in LionPath, the University-wide student information system. Please visit the LionPath Course Catalog to access current course descriptions.)
- *Course goals
- *Learning objectives for students (explicit statements about intended learning outcomes)
- *Instructional methods to be used
- *Technologies to be used
- *Descriptions of major assignments
- Student responsibilities are described (e.g., students will need to use drop boxes to submit assignments, students will use Yammer for discussion, etc.)

Course Policies

- ***Academic integrity policy:** **REQUIRED** ([Senate Policy 43-00 http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/](http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/))(Sample below)
- ***Your Grading policy:** **REQUIRED** ([Senate Policy 47-00 http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/](http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/))
 - Grading Scale – What is A,B, etc.
 - Your formula to determine an overall course grade (points, percentage weights)
 - Which assignments are graded, and grading criteria for each assignment
 - All components and weights are clear
- ***Examination policy:** **REQUIRED** ([Senate Policy 43-00 http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/](http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/))
 - Include exam dates/times, percentage of grade, course content covered
- ***Disability Access Statement:** **REQUIRED** (See Sample Disability Statement below) ([Senate Policy 43-00 http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/](http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/))
- * **Reporting Educational Equity Concerns through the Report Bias site** **REQUIRED** (see sample statement below) (<http://senate.psu.edu/senators/agendas-records/april-25-2017-agenda/appendix-k>)
- * **Counseling and Psychological Services Statement** **REQUIRED** (See Sample Counseling and Psychological Services Statement below)
- *Attendance, lateness, policy for missed
- *Class participation (expectations, importance)
- *Policy for missed assignments, make-up quizzes and exams

* usually included

J. Scott, 2/26/18

2

- When applicable, policies for extra credit are given and are clear
- *Laboratory safety
- *Emergency statement – procedures to follow in case of University-wide emergency
- Penn State Principles (see Principles at <http://www.psu.edu/this-is-penn-state/penn-state-principles/>)
- Penn State’s Code of Conduct (see Code at <http://studentaffairs.psu.edu/conduct/>)

Course Calendar/Schedule

- *Syllabus subject to change statement (must provide changes in writing)
- *Tentative weekly schedule of topics, assignments and due dates
- *Dates for exams/quizzes
- *Due dates for major assignments
- *Required special events

Available Student Support Services

You have a vital role in encouraging students to use the academic support services offered by the campus. Consider including a statement about using one of these resources below in your syllabus when appropriate.

- *Robert L. Smith Learning Resources Center (tutoring services)
- *Disability Services, (See Disability Access Statement below)
- Eiche Library
- Wilbur K. Kraybill Academic Advising Center
- Career Services
- Student Conduct
- Counseling and Psychological Services
- Office of Information Technology Help Desk
- Lynda.com