

SOE Syllabus Checklist

(August 2018)

Section	Comment
Title / Header	
<input type="checkbox"/> Course Subject, Number, suffix & title <input type="checkbox"/> Section number & Semester offered <input type="checkbox"/> Prerequisites Listed <input type="checkbox"/> Prerequisite policy	<p>Provide official course title from the PSU bulletin. i.e. EDSGN 100S: Introduction to Engineering Design</p> <p>Section number & specify the semester in which the course is offered. Also specify start and end dates if they are not full semester courses</p> <p>List the prerequisites and co-requisites for the course. Inform students that prerequisites and co-requisites cannot be waived and that the students will be administratively removed from the course by the registrar if they have not satisfied the course prerequisites and co-requisites.</p> <p>If there is a valid reason to waive a prerequisite, an approval form stating the reason for waiving the pre/co requisite must be filled out, approved/signed by the instructor and department chair and turned into SOE office (Caitlyn Catalfu) prior to the end of the first week of classes. This is necessary to ensure CQI & for ABET</p>
Instructor Information	
<input type="checkbox"/> Instructor Name <input type="checkbox"/> Contact Information (Office location, phone, email, Website) of each instructor <input type="checkbox"/> Office Hours, Location and Mailbox (Burke/AMIC)	<p>Provide the name of instructor(s) teaching the course, as well as any teaching assistants responsible for the course</p> <p>Provide the contact information you would like students to use to contact you</p> <p>List when and where you will be available for office hours and where students can drop items off to you (e.g., department mailbox, SOE office)</p>
Student Learning Information	
<input type="checkbox"/> Course Content Description <input type="checkbox"/> Course Content <input type="checkbox"/> Course Goals and Objectives <input type="checkbox"/> Course Outcomes	<p>Provide a description of the course from the PSU Bulletin. Expand to include any additional information that helps describe the course.</p> <p>A course offered at any Penn State location, in any format, must include a minimum of 80% of the core content and learning objectives approved by the Faculty Senate in the most current course proposal.</p> <p>Describe the purpose of the course; expand on the course description (e.g., special topics, scope of the course, lab components, etc.). How does this course fit into the student's education and ABET accreditation.</p> <p>List specific and important learning outcomes, skills, behavior, competencies, performance criteria you expect students to achieve in this course. These should be assessed through assessment activities</p>

Required Course Materials	
<input type="checkbox"/> Text books, readings, resources and other materials needed for the course	<p>List all texts books, equipment, calculator type, materials and other resources needed for the course. Specify what is required and what is recommended. Let students know if electronic textbooks are suitable List any additional materials or technologies (e.g., software, equipment) that students will need for the course.</p> <p>What and how will technology be used in this course (Class, HW, projects, exams)</p>
Assessment Activities	
<input type="checkbox"/> Assignments and Learning Activities <input type="checkbox"/> Grading Matrix <input type="checkbox"/> Policies on graded activities <input type="checkbox"/> Grade Scale	<p>Clearly state grade breakdown by assessment type and contribution to overall grade. Identify assignments and any activities for which the students will receive a grade</p> <p>Detail how a score/grade for each assignment and/or activity is used to calculate the final score/grade for the course.</p> <p>Have clear exam policies on exams, attendance, quizzes, homework & projects. State policy on extra credit, makeup work, missed, late assignments/exams, or any <i>unusual</i> grading policies. Evening exam schedule or other out of class activities students may be required to attend.</p> <p>Show how letter grade will be assigned to overall percentage or score (e.g., 90-93=A-)</p>
Course Schedule	
<input type="checkbox"/> Course Calendar/Schedule	<p>Provide students with a schedule of course activities, readings, labs, assignments, and/or exams. The level of detail will depend on the type and level of the course.</p>
Required Penn State Academic Policies	
<input type="checkbox"/> Academic Integrity Statement see example: http://senate.psu.edu/faculty/syllabus-statement-examples/#academicintegrity	
<input type="checkbox"/> Information on procedures related to academic adjustments identified by the Office of Disability Services See example: http://senate.psu.edu/faculty/syllabus-statement-examples/#disability	
<input type="checkbox"/> Information on available Counseling & Psychological Services See example: http://senate.psu.edu/faculty/syllabus-statement-examples/#caps	
<input type="checkbox"/> Reporting Educational Equity Concerns through the Report Bias site See examples: http://senate.psu.edu/faculty/syllabus-statement-examples/#reportbias	