

Syllabus Checklist

Check each item if completed; add notes if needed. See "Annotated Syllabus Template" for additional information. Information about how to "Create Accessible Tables" and "Create Accessible Hypertext Links," are available at the [course development](#) website.

Faculty Information

- ☐ Instructor
- ☐ Office
- ☐ Phone
- ☐ Email
- ☐ Office hours (compliant with [UPS 230.020](#))
- ☐ Response time

Technical Problems

- ☐ Statement including how to report and document technical problems, plus alternate plan for submitting work.

Course Communication

- ☐ Statement including preferred format for communication.

Response Time

- ☐ Statement indicating when a student can expect a reply to an email, phone or other message.

Course Information

- ☐ Name, number, title (prefix with number and title)
- ☐ Other (recommended): units, section #, schedule code, term, Canvas URL
- ☐ Meeting times and modality ([UPS 411.104](#)) days, times, location (if synchronous)
- ☐ Zoom link, if used
- ☐ Course requisite(s) (pre- or co-; if none, write "none")
- ☐ Catalog description
- ☐ Additional description (optional)
- ☐ Course materials and equipment
 - ☐ Required text(s) (if any)
 - ☐ Recommended text(s) (optional)
 - ☐ Other course materials or equipment (optional)
 - ☐ [Zero cost](#) (optional)
- ☐ Student Learning Outcomes (SLO),

Grading Policy

- ☐ Grading scale and assignment breakdown ([UPS 300.020](#))
 - ☐ Grading scale (e.g., A+=98-100, A=93-97, A-=90-92, etc.)
 - ☐ List of assignments with corresponding points or percentages
- ☐ Attendance and participation policy (if any)

- ☐ Examination dates
- ☐ Make-up and late submission policy
- ☐ Alternative procedures for submitting work
- ☐ Authentication of student work (where relevant)
- ☐ Extra credit (if none, state that)
- ☐ Retention of student work

Additional assignments for graduate students

- ☐ if 400-level course approved for graduate credit

Academic Integrity

- ☐ Statement of expectations and policies including potential consequences for violations.

Technical Competencies

- ☐ Statement of any competencies and resources required beyond what is expected of all students.

Student Resources Website

- ☐ Statement and link to [student information for course syllabi](#). Recommended best practice: list on syllabus the 15 items at that site for students to see at a glance.

Classroom Management (optional)

- ☐ “Rules of the class” (if any)

General Education Requirements ([UPS 411.201](#))

Required only for GE courses.

- ☐ Statement of specific GE requirement(s) this course meets.
- ☐ Statement of the way in which the course meets the GE writing requirement.
- ☐ If Golden Four (A.1, A.2, A.3, B.4), this required statement: A grade of “C-” (1.7) or higher is required to meet this General Education requirement. A grade of “D+” (1.3) or below will not satisfy this General Education requirement.
- ☐ If other GE, this required statement: A grade of “D” (1.0) or higher is required to meet this General Education requirement. A grade of “D-” (0.7) or below will not satisfy this General Education requirement.

Upper-Division Writing Course ([UPS 320.020](#))

Required only for UDW courses.

- ☐ Statement describing how course satisfies intensive or complementary writing requirements in [UPS 320.020](#)

Calendar of Topics / Schedule of Classes

- ☐ 15 weeks of instruction (or equivalent for winter and summer sessions, for which [EIP](#) provides scheduling options), including topics, appropriate readings, screenings, assignments due, exam dates, and so on.
- ☐ 16th week with final exam or assessment activity (required for lecture, discussion, seminar – optional for lab, supervisory, other activity classes, [UPS 300.005](#)).

Note: Fall or Spring break should be included in the calendar, but not numbered.