

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.

Course proposer must complete and upload checklist to Curriculog

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 and assignment due 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.

Online Courses

- ☒ **REQUIRED:** Weekly faculty-student engagement activities that demonstrate substantive interaction from faculty to the students included in syllabus (College requirement—see Call for more details).
- ☐ **RECOMMENDED:** Meet with Instructional Designer Nick Enke (nenke@fullerton.edu) when designing your online course.