 Checklist complies with [UPS 300.004](http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20300.004.pdf), “Policy on Syllabi”

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](http://www.fullerton.edu/academicprograms/curriculum/courses.php) website.

**Course proposer must complete and upload checklist to Curriculog**

## **Faculty Information**

* Instructor
* Office
* Phone
* Email
* Office hours (compliant with [UPS 230.020](https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20200/UPS%20230.020.pdf))
* 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](https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20400/UPS%20411.104.pdf)) 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](https://www.fullerton.edu/openfullerton/of_learn/z_cost.php) (optional)
* Student Learning Outcomes (SLO),

## **Grading Policy**

* Grading scale and assignment breakdown ([UPS 300.020](http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20300.020.pdf))
* 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](https://fdc.fullerton.edu/teaching/syllabus.php). 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](https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20400/UPS%20411.201.pdf))

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](https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20320.020.pdf))

Required only for UDW courses.

* Statement describing how course satisfies intensive or complementary writing requirements in [UPS 320.020](https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20320.020.pdf)

**Calendar of Topics / Schedule of Classes**

* 15 weeks of instruction (or equivalent for winter and summer sessions, for which [EIP](https://extension.fullerton.edu/) 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](https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20300.005.pdf)).

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.