TCU Syllabus Checklist
for Academic Unit & College/School Curriculum Committee Review
for Submission to Undergraduate & Graduate Councils

Students in each course taught at Texas Christian University must be provided a syllabus no later than the first official meeting date of a course via the learning management system (LMS), TCU Online. In addition to the required digital LMS syllabi, faculty may also distribute syllabi through other means including in-class handouts.

Notes: Thin grey text offers guides and instructions on what should be included as well as resources faculty will find instructive. See Faculty Handbook for other resources.

Syllabus for Course: _____   Faculty: _____

Criteria Met?	Syllabus Content
	Much of this section is a placeholder for information that will need to match registrar's information.

Course Title, Prefix, Number, Section
Semester and Year
Course Component Type
Class Meeting Day(s) & Time(s) States (1) if online synchronous and notes any live sessions or (2) online asynchronous and note any synchronous sessions.

Instructor Name
Office Hours Indicates if virtual with access instructions.
Preferred Method of Contact
Email

Number of Credits
Class Location States if class will be online.
Zoom Access Information States only for approved online courses.

Office Location
Response Time Indicates when students can expect a response after contacting the faculty.

Final Evaluative Exercise Placeholder for date and details. See: Final Evaluative Exercise Policy, Rescheduling of Finals, and Finals' Calendar and Schedule.

Other Important Dates Includes details regarding special class meetings that deviate from typical course schedule. All activities should occur during days/times identified in course information with the registrar. Zoom is not an option for face-to-face classes.

Student Resources & Policy Information Includes link and QR code.

Course Description Includes language for/from course catalog.

Prerequisites & Concurrent Enrollment States if none or how course builds on earlier or concurrent courses.

Program & Major Connections Notes ways the course prepares students for future courses, internships, and/or workforce.

Course Materials

Required Materials Includes details on materials, texts, software, hardware, technology and the like that students need for the course. Notes any additional costs related to the course.

Supplementary Resources Provides information on course supplementary and/or remedial resources.

Teaching Philosophy & Methodology Describes faculty beliefs about learning and teaching in its form and content, how these beliefs are translated into the teaching of this course and engagement with students. Includes knowledge that supports the philosophy and teaching methodology.

Learning Outcomes have **form** (action the student should perform—compare and contrast, evaluate, analyze, apply, etc.), **substance** (content / subject matter), and **tie** to specific course activities or assessments as evidence to evaluate student learning.

Course Learning Outcomes Includes outcomes for the course.

Example: Students will utilize learning outcomes in course syllabi to identify the big ideas, and most important concepts, knowledge, skills, habits, etc. of the course and relate them to course activities and assignments.

Program or major Learning Outcomes Includes if applicable.

Example: Students will practice thinking and acting as ethical leaders and responsible citizens as they learn about and engage with the global community.

TCU Outcomes: Core Curriculum & Finding Ourselves in Community (FSC) If plans include vetting this undergraduate course for core attributes and/or FSC after it has been approved by Undergraduate Council, syllabus includes relevant outcomes and assignment(s) are aligned. Vetting for core curriculum and FSC are separate processes from TCU course approval. Courses approved by Undergraduate Council can be submitted for core at anytime (short or longer term). FSC Workshops for Faculty are required for FSC courses.

Example: Students will exhibit the ability to use writing as a means of gaining and expressing an understanding of discipline-specific content.

Course Requirements

Assignments Describes each assignment and shows connections between assignments and learning outcomes. Also provides instructions on how students submit assignments, view grades, and see feedback.

Grading Philosophy & Policy Explains philosophy behand the approach to grading for the course and policy regarding grades and feedback on assignments.

Late Work Explains policy on late work. See Student Absences.

Participation, Engagement & Attendance Includes expectations of students in relation to course grade.

NOTE: Faculty should not ask for or accept medical documentation from students. Doing so is an infringement on student's privacy and may violate federal law. Instead, syllabi for courses should explicitly state that faculty will not seek medical documentation and direct students to the Dean of Students Office website to upload any documentation to verify absences.

Course Assignments & Final Grade Provides an easy-to-read table of course assignments and possible points and percentage points for each.

Assignments	Points or %
Quizzes & Exams	15
Participation & Engagement	15
Formal Writing & Research	15
Presentations	15
Critiques	15
Lab Reports	15
Final Evaluative Exercise	10
Total points or percentage possible	100

Grading Scale(s) Includes either the plus/minus or whole grade scale for course final grades and the appropriate undergraduate or graduate scale. Provides clear demarcation between grades particularly if the totaling of assignment grades can result in fractions of a point for the final grade. If a 50000-level course, provides graduate students with the graduate grading scales and graduate level assignments. While the letter grades must maintain the university structure, the points and/or percentages that delineate each letter grade are determined by faculty member. The table illustrates standard letter grades. The percentages for the final grade are examples.

Course Final Grade Scale Options					
Grade	Plus/Minus		Grade	Pass/No Credit	
	Undergraduate	Graduate		Undergraduate Graduate	
A	94–100	94–100			
A-	90–93.99	90–93.99			
B+	87–89.99	87–89.99			
B	84–86.99	84–86.99	Pass	70-90	
B-	80–83.99	80–83.99			
C+	77–79.99	77–79.99			
C	74–76.99	74–76.99			
C-	70–73.99	70–73.99			
D+	67–69.99				
D	64–66.99	n/a	No Credit	0–69.99	
D-	60–63.99				
F	0–59.99	0–69.99			

Optional **Course Policies** Provides details on policies developed for this course. University policies students should know are in <u>Student Resources & Policy Information</u>.

Optional **Technology Policies** Explains policies relevant for your course.

NO **Course Schedule** Presents plans and objectives mapped across the term. While the plans may need to change during the semester, the schedule offers a realistic insight into the scope and sequencing of the course and the regular and substantive interaction that is to occur during scheduled class sessions or online engagement to enhance the class learning opportunities. Notes topics to be explored in each class session as well as due dates for assignments, exams, projects, presentations, performances, and so forth. If changes occur, they will need to be clearly communicated. The table illustrates a possible schedule structure.

Date	Topic	Assigned Content	Due
Week 1 Days, Dates	Introduction & Syllabus	Read Syllabus	
Week 2 Days, Dates	Start of Unit	Unit Content	
Week 3 Days, Dates	Continuation of Unit	Unit Content	
Week 4 Days, Dates	Conclusion of Unit	Unit Content	
Week 5 Days, Dates	Assessment of Unit Learning Outcomes		Unit Assignment
Week 6 Days, Dates	Start of Unit	Unit Content	
Week 7 Days, Dates	Continuation of Unit Midterm U-Grades Due	Unit Content	
Week 8 Days, Dates	Spring/Fall Break		
Week 9 Days, Dates	Conclusion of Unit	Unit Content	
Week 10 Days, Dates	Conclusion of Unit	Unit Content	
Week 11 Days, Dates	Assessment of Unit Learning Outcomes		Unit Assignment
Week 12 Days, Dates	Start of Unit	Unit Content	
Week 13 Days, Dates	Continuation of Unit	Unit Content	
Week 14 Days, Dates	Conclusion of Unit	Unit Content	
Week 15 Days, Dates	Assessment of Unit Learning Outcomes		Unit Assignment
Week 16 Days, Dates	Course Overview		
Finals Date	Final Evaluative Exercise		

College/School Curriculum Committee Chair Signature

Date

Reviewer Comments:

Response to Reviewer Comments: