

Checklist for Syllabi

Required Syllabus Elements per TWU Policy:

- ☐ 1. Course name, number, and description
- ☐ 2. Faculty contact information: office location, phone, hours
- ☐ 3. Course goals, objectives / Student learning outcomes
- ☐ 4. List of textbooks and supplies
- ☐ 5. Disability Support policy statement
- ☐ 6. Academic Dishonesty policy statement
- ☐ 7. Grading policy
- ☐ 8. Attendance
- ☐ 9. Major course assignments and examinations
- ☐ 10. Tentative calendar of classes, assignments

Recommended Syllabus Elements per Family Studies Component:

- ☐ 11. Help desk support
- ☐ 12. Back-up webpage if Blackboard server is down
- ☐ 13. Logging into Blackboard
- ☐ 14. Academic integrity / Plagiarism (recommended in course policy/procedure section)
- ☐ 15. Drop (but stay in other classes) / Withdraw (drop from all classes)
- ☐ 16. Blackboard gradebook advisory
- ☐ 17. Formatting requirements of APA-5
- ☐ 18. Department Diversity policy statement
- ☐ 19. Course requirements for doctoral students to receive credit for a 5000-level course

Recommended Syllabus Elements per THECB Principles of Good Practice:

- ☐ 20. Feedback guidelines for student information
- ☐ 21. Description of lessons/modules
- ☐ 22. Links to Library and other learning resources