



## Syllabus Kit/Checklist

| Section  | Components   | Comments  | Required | Recommended |
|--|--|---|----------|-------------|
| Course Overview                                      | <ul style="list-style-type: none"> <li>• Course title</li> <li>• Course &amp; section number/semester</li> <li>• Meeting times/room number</li> </ul>            |   | ✓        |             |
| Instructor Contact Information                       | <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> <li>• Email address</li> <li>• Office location</li> <li>• Office hours</li> </ul> | <i>You may want to include a preferable contact method.</i>                                   | ✓        |             |
| Course Description and Prerequisites                 | <ul style="list-style-type: none"> <li>• Short description from the catalog</li> </ul>   | <i>Longer description is optional.</i>  | ✓        |             |
| SLOs (Student Learning Outcomes)                     | <ul style="list-style-type: none"> <li>• 3-5 outcomes would be enough</li> </ul>   | <i>SLOs show what students will be able to do or know upon completion of the course.</i>      | ✓        |             |
| Assessment and Grading                               | <ul style="list-style-type: none"> <li>• List all the assignments (and state the weight of different components)</li> </ul>                                      | <i>Keep SLOs in mind when developing assessments.</i>   |          | ✓           |
| Course Topics / Schedule                             | (If not included, please mention where it can be found.)   | <i>Disclaimer: this syllabus is tentative and may be subject to change if..</i>               |          | ✓           |
| Calendar of Activities, Major Assignment, Test Dates |  | <i>If included, should not be changed without notification of all students in the course.</i> |          | ✓           |
| Course and School Policies                           | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Assignment submission</li> </ul>  | <i>You can add other policies in separate section/s</i>                                       |          | ✓           |