Fall 2017 Syllabus Checklist

Course/Section\_\_\_\_\_\_\_\_\_\_Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher’s Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer Initials\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Included | Missing | Issues/Comments |
| Office Hours, Office Location, and Contact Info |  |  |  |
| Prerequisites – standard, preloaded |  |  |  |
| Course Description and Student Learning Outcomes – standard, preloaded |  |  |  |
| Required Texts and Other Course Materials |  |  |  |
| Classroom Environment – check to make sure tone is appropriate for FWP, nothing counter to FWP policies |  |  |  |
| Attendance Policy – standard, preloaded |  |  |  |
| List of Papers/Projects, Word Counts, Grade Distribution – 4 papers, at least 6500 words including drafts (major papers usually ~1000-1250 words), grade equals 100% |  |  |  |
| Policy on Missed Exams and Coursework – fair, enforceable policy (can also be omitted since attendance policy covers late work) |  | Can be omitted |  |
| Grading Policy with ABC No Credit Policy – standard, preloaded |  |  |  |
| Use of technology in the classroom (optional; check that tone is appropriate for FWP) |  | optional |  |
| Emergency/Disaster Academic Communications Policy (teacher may add to standard wording) |  |  |  |
| Late Instructor – standard, preloaded |  |  |  |
| Writing Center – standard, preloaded |  |  |  |
| Disability Statement – standard, preloaded |  |  |  |
| Policy on Academic Misconduct– standard, preloaded |  |  |  |
| Turnitin – standard, preloaded |  | Optional if not using TII |  |
| Severe Weather Protocol– standard, preloaded |  |  |  |
| Pregnant Student – standard preloaded |  |  |  |
| Religious Observances –standard preloaded |  |  |  |
| UAct – standard preloaded |  |  |  |
| Interest in English Major or Minor |  | optional |  |
| Class Calendar – some info for each day |  |  |  |