

SYLLABUS / CLASS POLICY CHECKLIST (updated November 21, 2011)

Professor

Course

Please make sure that your syllabus contains the following information:

1. Course Information

- Course name, prefix and number, section, and ID number
- Course credit hours
- Semester
- Meeting day(s), time and location
- Course Prerequisites
- Course Description and Objectives
- Texts (required and supplemental)
- Materials (req. and supplemental)

2. Contact Information

- Instructor's name
- Office Location
- Office Hours
- Phone #
- Email address

3. Policies

- Assignments and Grading
- Electronic Paper Format
- Attendance
- Make-up Work / Extra Credit
- Late Assignments
- Grading Scale and Incompletes
- Plagiarism, Cheating, and Academic Dishonesty

- Disability Accommodation
- Syllabus Amendment
- Classroom Behavior

4. Calendar

- Course Itinerary
- Assignment Due Dates
- Date of Final Exam

5. Miscellaneous (Recommended, but not required)

- Digital Humanities
- Turnitin.com
- Electronics, Computers, and Cell Phones
- Food and Drink Policy
- University Writing Center

6. Gordon Rule and Departmental Academic Standards

- Does the course meet the writing requirements of the Gordon Rule?
- Standards for Written Work
- Information Literacy Modules

Any information missing from your syllabus must be supplied to students immediately in the form of an addendum to the syllabus