

Syllabus Information Checklist

Course Coordinator _____ Semester _____

Course Catalogue Number _____ Section Number _____

Please review each of the following requirements for this course and check if requirement is being met.

The results should be given to the Chair of the Department who is responsible for forwarding the syllabus and the checklist to the Associate Dean's Office for inclusion in the AACSB files.

Course Information

Comments

Course description is present and matches official Bulletin _____

Location is given _____

Meeting Days/Times are Specified _____

Instructor Information

Instructor's name & Appropriate Title _____

Contact information (phone, email, other) _____

Office hours and location (if office is assigned) _____

Course Learning Objectives

Measurable course learning objectives stated _____

Assignments and grading criteria reflect course learning objectives _____

Applicable School learning objective is (are) stated. _____

Assignments and grading criteria reflect School learning goal(s) _____

Course Materials

Required and recommended textbooks specified _____

Grading Policy

Components of final grade stated _____

Rubrics attached for discussion grades, presentations, etc. _____

Weights assigned to each component stated _____

Accommodating Disabilities Statement

Center for Student Disability Services Statement" (Bulletin pg. 83) _____

Academic Integrity and Plagiarism Policy stated _____

Attendance policy stated _____

Schedule /Calendar of Assignments/Topics stated _____

Classroom Specific Policies stated (e.g. tardiness) _____

Use of Technology and Blackboard Information Stated (if applicable) _____

Hybrid courses state required dates of class attendance _____