Appendix B: Syllabus Checklist

- **Course Information**
  - Course Name, Number & Section
  - Class Meeting Time
  - Class Meeting Place

- **Contact Information**
  - Your Name & Title
  - Office Number/Building
  - Your Office Hours (both asynchronous & synchronous)
  - Office Phone & Fax Number
  - Email Address
  - Class Email Address

- **Materials**
  - Required Readings/Texts
  - Suggested Readings
  - Email Account & Other Instructional Technologies
  - Course Packs
  - Other Materials

- **Course Description**
  - Goal/Rationale of the course:
    - How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline (where it fits into the overall intellectual area)
    - Type of knowledge and abilities that will be emphasized
    - How and why the course is organized in a particular sequence
  - Learning Objectives:
    - What students will gain from your course
    - Why you chose these objectives as the most important skills/knowledge
    - It is helpful to include objectives for each of the class meetings or topics

- **Teaching Philosophy –** What is your approach for teaching this course? What do you think students should do to best benefit from the course? You may include your expected teaching methods and a statement regarding students’ responsibility for learning and your responsibilities as their instructor.

- **Student Responsibilities**
  - Participation
  - Homework
  - Other daily responsibilities
  - Projects- including information on group processes
  - Tests/Exams

- **Course Content & Outline (may be in the form of a course calendar)**
  - Class Meeting Dates
  - Holidays/Other non-meeting dates
  - Major Topics
  - Due Dates for readings, assignments, tests, projects, etc.
Grading Method & Scale: A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit! You may include format, number, weight for quizzes and exams, descriptions of papers and projects as well as how they will be assessed and the overall grading scale and standards.

Resources
- Web-based
- Labs
- Study Groups/halls
- Other Types of Help

Essential Policy Information (Accompanying each item should be a statement on how each will impact on grades.)
- Attendance/Lateness Policy
- Policy for late work
- Policy for missed tests
- Policy for extra credit
- Policy for dual listed courses (graduate student requirements)

Copyright Statement [Suggested language]
Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act.

Boise State University Honor Policy: [Suggested language from the Faculty Senate]
You are encouraged to become familiar with the University's Policy of academic dishonesty found in the Student Code of Conduct, see http://osrr.boisestate.edu/scp-codeofconduct/ Academic honesty and other Boise State University general policies as outlined in the Undergraduate Catalogue will be expected and honored. The issue of plagiarism is of particular concern and is defined as the act of using "another person's work as his or her own or borrows directly from another person's work without proper documentation" (Boise State University Undergraduate Catalog, p. 17). If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.

ADA Policy: [Suggested language]
AMERICANS WITH DISABILITIES ACT: If you have a documented disability and need modifications please contact the Office of Disability Services (426-1583) and/or talk with your instructor during office hours or by e-mail.

Syllabus Change Policy: [Suggested language]
Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

Drop Date
It is also recommended that you include the final drop date of the semester in your syllabus, see academic calendar. This is a helpful reminder to students.