

COURSE SYLLABUS CHECKLIST

(Prepared by: Jody Hendry, TSS, 1999. Adapted by: Peter Wolf, 2004)

This list is intended to be comprehensive, but *not* prescriptive. This checklist may provide you with some ideas, but ultimately your own outline will reflect who you are as a teacher and department policies.

	YES	NO	N/A	Comments
Course Information				
Course title				
Course number				
Credit hours				
Prerequisites - how they apply to this course				
When permission from instructor is required				
Classroom location				
Lab/seminar/studio location				
Meeting days				
Class hours				
Lab/seminar/studio hours				
Department location				
Web page – address & purpose				
Instructor Information				
Full name & title				
Office location				
Office phone number				
Office hours				
Email address				
Department phone number				
Home phone number - restrictions				

	YES	NO	N/A	Comments
Teaching Assistant (s)				
TA Office hours – are appointments necessary?				
TA name(s)/contact info				
Texts, Readings, Materials				
Textbook - authors, titles, edition				
Supplementary reading – authors, titles, price, location, purpose				
Additional materials				
Course Philosophy				
Pedagogical values				
Instructor's role & responsibility to students				
Students' learning responsibilities				
Teaching philosophy				
Why this course is useful?				
Who should take this course?				
How the course fits into the curriculum				
Course Description/Objectives				
Undergraduate calendar description				
General course content				
Instructional methods				
Objectives/learning outcomes				
Description of examinations				
Description of major assignments				
Grade distribution				

	YES	NO	N/A	Comments
Course Calendar/Schedule				
Readings - links to course goals, expectations - done before class? degree of understanding?				
Assignment due dates				
Required special events				
Important dates (e.g., drop date)				
Course Policies				
Assignment Lateness				
Missed exams				
Missed assignments				
Lab safety/health				
Academic misconduct				
Use of Third Party Detection and Submission Tools*				
Grading				
Group work policies				
Campus support services				
Other				
Advice/strategies for successful performance				
What the course will not cover				
Estimation of student workload				

Resolution 4

Part A

That, by the start of the course selection period for the semester in which the course will be offered, instructors will provide a course description for posting to the department web site. This course description shall include a brief summary of the course topics and requirements, the general format of the course, and the methods of evaluation.

Part B

That, by the first class meeting of the course (by the end of the first week of classes for distance education courses), the instructor must provide students with a written course outline that is a detailed description of course requirements, the methods of evaluation, and the timing of the evaluations.

Resolution 5

That the methods and/or timing of evaluation as indicated on the course outline should not be changed after the first class meeting except under strictly adhered to conditions. Notice of proposed change and of the class at which consent is to be sought, must be given at a previously scheduled class. Where the change is supported by the instructor and is consistent with University policies and procedures such change may be enacted with the unanimous consent of students. If unanimous consent of the students has not been obtained, the change may be enacted only with the approval of the chair of the department and only if alternative and equitable accommodation is available to students opposed to the change.

See http://www.uoguelph.ca/undergrad_calendar/c08/index.shtml for more information on University policies and regulations

*In the case of electronic detection tools such as Turnitin and others that require the submission of the student's work to a third party, students must be advised explicitly via the course outline that they will be requested to do so. In addition, course instructors are required to get the written permission of the student for his/her work to be submitted to the third party, and an alternative must be determined in advance for students who do not wish to make a submission

The use of electronic detection tools that do not require the submission to a third party (e.g. entering sentences or phrases into a Google search engine) do not require the explicit permission of the student, but the course outline should note that such screening may occur.