Checklist for a High-Quality Syllabus

General Course Information
- Course number and title
- Semester and year of offering
- Class meeting days, time, and location

Instructor Information
- Instructor’s name and preferred title
- Teaching Assistant and/or Learning Assistant information (if applicable)
- Contact information and preferred method of contact
  - Instructor response time
- Office location
- Office hours/Student hours
  - Inviting office hours statement

Course Description (purpose and structure)
- Undergraduate or Graduate course catalog description
- Prerequisites and a description of programmatic alignment
- Course learning outcomes (clear, measurable, student-centered, and suited to the level of the course)
  - Bloom’s Alignment Table
- Method of delivery (Hybrid, Remote, Online)

Instructional and Technology Information
- Required textbooks, readings, and/or materials
  - Differentiate between required and optional materials
  - Research and writings from authors of diverse backgrounds and offering multiple perspectives
- Required technologies, software, and/or programs
  - Minimal student technical requirements/skills
  - Provide technical support information for required technologies and software

Course Assignment and Assessments
- Assignments, projects, quizzes, and/or exams with brief descriptions of expectations and points assigned to each activity
  - Provides students with multiple opportunities to track their learning progress with timely feedback (including self-assessments)
  - Variety of in- and out-of-class learning activities that allow students to learn in different ways and through various modalities
  - Alignment to course learning outcomes and objectives
  - Assignments offer multiple options, flexibility, choice, various ways of developing and demonstrating knowledge
  - Scaffolding of extensive assignments with options for review, feedback, revision
Learning objectives and assignments/assessments are well aligned

Grading scheme

Fair and clear assessment criteria: rubrics, templates, checklists, rationales for grading, etc.

Course Policies and Procedures

Attendance and/or engagement policy

Expectations for learning

Academic Honesty Policy ([Code of Academic Conduct](https://www.bgsu.edu/counseling-center.html))

Pronoun policy

Expectations for inclusive classroom behavior and communication

Netiquette statement

Late work/make-up policy

Copyright/fair use statement

Student Support Resources (links, location, and/or contact information)

Accessibility Services [https://www.bgsu.edu/accessibility-services/students.html](https://www.bgsu.edu/accessibility-services/students.html)

Counseling Services [https://www.bgsu.edu/counseling-center.html](https://www.bgsu.edu/counseling-center.html)

Learning Commons [https://www.bgsu.edu/learning-commons.html](https://www.bgsu.edu/learning-commons.html)

Library Resources: [https://www.bgsu.edu/library.html](https://www.bgsu.edu/library.html)

Technology Support: [https://www.bgsu.edu/its/contact.html](https://www.bgsu.edu/its/contact.html)

Course Outline and Schedule

Topics and timeline

Reading assignments

Due dates for assignments

Test and exam dates

Final exam date/time included (from university schedule)

Additional Resources for High-Quality Syllabi and Course Design