

Fall 2015 Syllabus Checklist

Course/Section _____ Teacher _____ Teacher's Email _____ Reviewer Initials _____

	Included	Missing	Material Added	Issues/Comments
Office Hours, Office Location, and Contact Info				
Prerequisites – standard, preloaded				
Course Description – standard, preloaded				
Student Learning Outcomes – standard, preloaded				
Required Texts				
Other Course Materials				
Attendance Policy – standard, preloaded				
List of Papers/Projects, Word Counts, Grade Distribution – 4 papers plus diagnostic (for 101) and end of semester reflection, 6500 or more words, grade equals 100%				
Grading Policy – standard, preloaded				
A,B,C, No Credit Policy – standard, preloaded				
Policy on Missed Exams and Coursework – fair, enforceable policy				
Late Instructor – standard, preloaded				
Chain of Command– standard, preloaded				
Writing Center – standard, preloaded				
Disability Statement – standard, preloaded				
Policy on Academic Misconduct– standard, preloaded				
Turnitin – standard, preloaded				
Severe Weather Protocol– standard, preloaded				
Communication in case of emergency / class moves to BBL in emergency				
Other – appropriate wording, nothing counter to FWP policies				
Class calendar –some info for each day				