Spring 2017 Syllabus Checklist

Course/Section_____Teacher_____Teacher's Email_____ Reviewer Initials_____

	Included	Missing	Issues/Comments
Office Hours, Office Location, and Contact Info			
Prerequisites – standard, preloaded			
Course Description and Student Learning Outcomes – standard, preloaded			
Required Texts and Other Course Materials			
Classroom Environment – check to make sure tone is appropriate for FWP, nothing counter to FWP policies			
Attendance Policy – standard, preloaded			
List of Papers/Projects, Word Counts, Grade Distribution – 4 papers, at least 6500 words including drafts (major papers usually ~1000-1250 words), grade equals 100%			
Policy on Missed Exams and Coursework – fair, enforceable policy (can also be omitted since attendance policy covers late work)		Can be omitted	
Grading Policy with ABC No Credit Policy – standard, preloaded			
Use of technology in the classroom (optional; check that tone is appropriate for FWP)		optional	
Emergency/Disaster Academic Communications Policy (teacher may add to standard wording)			
Late Instructor – standard, preloaded			
Writing Center – standard, preloaded			
Disability Statement – standard, preloaded			
Policy on Academic Misconduct– standard, preloaded			
Turnitin – standard, preloaded		Optional if not using TII	
Severe Weather Protocol– standard, preloaded			
UAct – standard preloaded			
Interest in English Major or Minor		optional	
Class Calendar – some info for each day			