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# SYLLABUS DESIGN
# SYLLABUS CHECKLIST

**VERSION 1.5 | JULY 2014**

This checklist presents a suggested model, not official RIT policy. You can use it with the Syllabus Template available at rit.edu/tls/course-design/syllabus-design/developing-your-syllabus. The template also contains boilerplate text for your syllabus.

| ✓ | Course Information |
|---|---|
| | Course title, number, section |
| | Semester and academic year |
| | Format (face-to-face, blended, fully online, etc.) |
| | Meeting times and locations |
| | Lab/studio times and locations (if required) |
| | Other course specifics (such as graduate-level only or prerequisites) |
| ✓ | **Instructor Information** |
| | Full name and title |
| | Your personal website (if applicable) |
| | Office hours and building location |
| | Your contact information: phone and email |
| | The best way to communicate with you (e.g., email, phone, office hours) |
| | E-mail preferences/policies (e.g., Monday–Friday/48 hour response time) |
| ✓ | **Course Description** |
| | Official catalog description |
| | Course overview/overarching goals |
| | Program outcomes (department/college-level) |
| | Course learning outcomes |
| | Your teaching philosophy or teaching approach |
| | Any special teaching methods or strategies you employ in the course (problem-based learning, case studies, etc.). |
| | Audience for the course |
| | High-level topic outline |

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| ✓ | **Course Materials** |
|---|---|
| | Required textbooks and resources: Title, author, edition, ISBN; include where/how to purchase, especially if Coursepacks from bookstore |
| | Recommended texts and resources: Title, author, edition, ISBN, and how to access (Library Reserves, My Library in myCourses, web access, etc.) |
| | Media: YouTube, etc. All media must be captioned! |
| | Technology requirements: myCourses, Adobe Connect, RIT Wiki, etc., and where students get help |
| | Required software: such as Microsoft Project, Microsoft Visio, and how to get them (purchase, trial version, computer labs on campus, etc.) |
| | myCourses information, if required by the course |
| ✓ | **Course Schedule** |
| | A detailed, weekly schedule of activities, noting official college breaks. |
| | Topics covered each week/unit and learning outcomes for each. |
| | Quiz, mid-term and final exam dates |
| | A list of graded items and activities (assignments, projects, class attendance, in-class participation etc.), with due dates |
| | Other readings, assignments, discussions, or projects, with due dates |
| | Lab/studio schedules and other special dates |
| | How you will provide instructional continuity if you will not be present (such as for conferences), through recorded lectures, online activities, special assignments, guest speaker, etc. |
| ✓ | **Grading Policy and Criteria** |
| | A listing of graded items (quizzes, tests, participation, projects, etc.) |
| | Overall grading scheme |
| | Grading scale |
| | Your policy on late/missed assignments |
| | Your extra credit policy |

| ✓ | **Your expectations from students** |
|---|---|
| | Clearly articulate your expectations, such as: <br> • "You will need to use myCourses to post assignments." <br> • Participation/Attendance policy <br> • Homework policy <br> • Online components (discussions, team/group work, etc.) <br> • Exams/quizzes (especially if proctored!) <br> • Late assignment policy |
| | Writing and style expectations. |
| | Time commitment, especially for online courses. |
| ✓ | **What students can expect from you** |
| | For example, you will: <br> • Check email regularly in order to respond to students' needs or questions arise <br> • Hold regular office hours for the purpose of meeting students' needs <br> • Ensure students' privacy by discussing grades only in your office – not via email, telephone, in the classroom, or in the hallway. <br> • Explain and evaluate students' work fairly. <br> • Provide students with timely, honest feedback on their work. <br> • Offer a variety of learning formats to keep class meetings informative and interesting, including, but not limited to lectures, in-class activities, student presentations, video clips, PowerPoint, and team projects. |
| ✓ | **University/College/Department Policies** (also see rit.edu/tls/course-design/syllabus-design/rit-policies) |
| | Required: Reference to RIT Policy on Academic Integrity |
| | Required: Statement on reasonable accommodations. |
| | Recommended: How students can request interpreting services: MyAccess.rit.edu |
| | Recommended: A statement on procedures to follow in event of a University-wide emergency, or closings due to weather |
| | Your policy on technology in the classroom. Do you allow laptops, cellphones, smartphones? |
| | What is the penalty for texting during class? |
| | Your policy on online discussion protocol/etiquette (if applicable) |
| | College- or department-level policies; check with your department head. |
| ✓ | **Other elements** |
| | Include a statement of your right to change the syllabus if necessary. |
| | Other resources, e.g., Student Writing Center, Online Tutorials, etc. |
| | Additional information you want to share with students. |