**Syllabus Checklist**

**Course and Instructor Information:**

* Course code and name
* Semester/session and year
* Meeting days
* Building name and classroom number
* Name and title
* Office address
* Phone number(s) with restrictions
* E-mail address
* Office hours
* By “appointment statement” statement
* Help available from other sources including hours and contact information for the Writing Center, McKee Library, eClass Help Desk, IT Computer Support, Class and/or Lab Assistants

**Course Description and Materials/Texts:**

* Course Description from Catalog
* Course Concept Map or purpose and goals/essential understandings/concepts
* Textbook(s), in bibliographic style you require
* Supplemental reading and where available

**Philosophy and Values:**

* Teaching Philosophy-Beliefs about teaching and learning
* Connections identified to Biblical Foundations of Faith and Learning

**Course Concept Map/Learning Outcomes:**

* Course Concept Map or purpose and goals/essential understandings/concepts
* Learning Outcomes, stated in learner-centered, measurable terms using active verbs (Bloom’s Taxonomy),

**Instructional Strategies/Methodology:**

* Methods of instruction (Includes explanation of how material will be taught—lecture, small group discussion, problem-based learning, group/individual presentation, etc.)
* Identifies technology usage/requirements

**Feedback and Assessment Procedures/Grading Policy:**

* Outlines teacher feedback plan concerning methods used and timeframe for feedback and grading
* Describes in detail the criteria how students are to be graded, including assignments and weighting, grading scale, grading criteria, and testing methods
* provides rubrics for all projects/major assignments

**Class Policies:**

* Accommodations for disabilities statement
* Attendance and excused absences
* How to report illnesses
* Extra credit work
* Make-up and late-work
* Academic Honesty Statement
* Use of Turnitin
* Other reminders about lab safety, health concerns, disposal of toxic materials, etc., when appropriate.

**Class Calendar:**

* Includes a tentative schedule and topic outline for course by class periods
* Due dates for readings, papers, projects
* Quiz, exam, and final exam dates
* Holidays
* Last day to drop