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**Syllabus Checklist**

*The following is a list of must-haves for any syllabus and some questions to consider when creating your syllabus.*

**Did I remember to include?**
- course name and number, room and meeting time _my name, contact info, notes about getting in touch, office and office hours _books and where to get them (also for schools like CUNY, how to access the reading without
- buying the book) _calendar for the class including exam dates, assignment due dates,
- holidays/cancellations/conversion days _weekly/daily assignments with page numbers/chapters requirements for the course, with the % breakdown for grading {i.e. paper 20%, midterm 15%) _how students will be graded for the course (i.e. curve?, grade up for improvement?, attendance
- count?, also what constitutes an A, A-, B+, B, etc.? Do you give extra credit?)
- your school's academic integrity policy and **your own policy if the school's does not cover everything or leaves it up to you**
- course webpage, blackboard page, etc. if there is one
- course objectives and outcomes - every school differs on this, but most require these now (e.g.
- "in this course you will learn...."; often you will be required to meet departmental objectives so please speak to your Chair about this

**You might also include:**
- some instructors like to put the semester's assignments on the syllabus {e.g. paper assignment, instructions for a museum visit, etc.)
- attendance policy _email/communication guidelines {e.g. always begin with a greeting, please call me Professor XX,. include your name and class in the subject line)
- classroom policies (e.g. no hats in class, no cell phones, no taking notes on computers except for disability dispensation)
- course description
- some instructors like to have some sort of process of signing the syllabus to confirm that the signatory will abide by the syllabus and understands it
- extra information such as help desk numbers/web addresses, info about the Writing Center or tutoring programs, any websites of interest, etc.

**General things to think about when compiling your syllabus**
- Do the units/themes on the syllabus match with the goals I have for the course? Do the assignments? In other words,does this syllabus profess to teach what I want my students to know?
- What is the tone of the syllabus and is that what I want to convey? Is it too long/short? Too many rules? Not enough explanations?
- Is the syllabus clear to someone who knows nothing about my field? Is there any jargon or abbreviations that will be unfamiliar? (e.g. Did I write Medieval Mss. rather than Medieval Manuscripts?) Is the syllabus balanced? Or are some subjects given too much/not enough time?
- Is the syllabus hard/easy enough for your population of students? (check with your chair or other instructors if you are new to the school)
- Do I give enough/too many assignments and is the distribution of the grade over those assignments fair? Does it take into account improvement over the semester (if you want it to)?
- Do the units/themes follow a logical order of some kind? Will you be able to connect the various parts of your class easily?