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?