

Instructor _____ Course _____

Term _____

Date Submitted to Dean _____

Course Syllabus Verification

Faculty are required to provide their students with a detailed syllabus at the first class session. The syllabus must, **AT A MINIMUM**, include curriculum information as specified in the Official Course Outline (these outlines are available from the Department Chairs and the Area Deans), and the other information and advisories are specified below.

Please use this form to verify that your syllabus meets these minimum requirements, and return the form with **ONE (1) copy of the syllabus** to your Area Dean's office no later than the first date of the class.

- | A. <u>Basic Information</u> | <u>Check-Off List</u> |
|---|------------------------------|
| 1) Course Number and Title | _____ |
| 2) Term and Year | _____ |
| 3) Your name as Instructor | _____ |
| 4) Your availability to students, such as schedules, office hours, telephone, appointment procedures, etc. | _____ |
|
 | |
| B. <u>Course Details</u> | |
| 1) Brief description/overview of Course | _____ |
| 2) Prerequisites and advisories, if any | _____ |
| 3) Required/optional texts and materials which the students must provide | _____ |
| 4) Expected learning outcomes | _____ |
| 5) Chronological schedule of content; due dates for tests, assignments, etc. | _____ |
|
 | |
| C. <u>Evaluation/Grading</u> | |
| 1) Grading criteria must be identified (e.g. point system, percentages, weighing factors, extra credit, make-ups, etc.) advise if you give pluses or minuses. | _____ |

Check-Off List