Syllabus Checklist

- Course Information
  - Course Name, Number & Section
  - Class Meeting Time
  - Class Meeting Place

- Contact Information
  - Your Name & Title
  - Office Number/Building
  - Your Office Hours
  - Office Phone & Fax Number
  - Email Address

- Material
  - Readings/Texts
  - Email Account
  - Course packs

- Course Description
  - Goal/Rationale of the course:
    - How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline (where it fits into the overall intellectual area);
    - Type of knowledge and abilities that will be emphasized;
    - How and why the course is organized in a particular sequence.
  - Learning Objectives*:
    - What the students will gain from your course.

- Teaching Philosophy – What is your approach for teaching this course? What do you think students should do to best benefit from the course? You may include your expected teaching methods and a statement regarding students’ responsibility for learning and your responsibilities as their instructor.

- Student Responsibilities
  - Participation
  - Homework
  - Other daily responsibilities
  - Projects- including information on group processes
  - Tests/Exams
Course Content & Outline (may be in the form of a course calendar)
- Class Meeting Dates
- Holidays/Other non-meeting dates
- Major Topics
- Due dates for readings, assignments, tests, projects etc.

Grading Method & Scale*: A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit! You may include format, number, weight for quizzes and exams, descriptions of papers and projects as well as how they will be assessed and the overall grading scale and standards.

Essential Policy Information (Accompanying each item should be a statement on how each will impact on grades.)
- Attendance/lateness policy
  When attendance/participation is considered as a part of the grade for the course, the Faculty Senate requires the following language be included as a part of the attendance policy regarding excused absences.
  “Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.”
- Policy for late work
- Policy for missed tests
- Policy for extra credit
- Statement regarding academic integrity*. The Faculty Senate requires the following:
  The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at http://fda.fsu.edu/Academics/Academic-Honor-Policy.)
- Statement regarding ADA Policy*: see http://facsenate.fsu.edu/Curriculum-Forms/Policies2 for suggested language.

Components Recommended by the Faculty Senate:
- On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services’ comprehensive list of on-campus tutoring options - see http://ace.fsu.edu/tutoring or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.
- Syllabus Change Policy: Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the
course and is subject to change with advance notice.

*Items marked with an asterisk are required by University and Faculty Senate policy (see http://facsenate.fsu.edu/Curriculum-Forms/Policies2 for more information).