

Syllabus – Checklist

The following items are strongly recommended to be included on your syllabi. Those items with an asterisk are required by UBCO. If you have any questions/concerns about your syllabus, please check with your Unit Head or designate.

√	Required	Section
	*	Instructor Name
	*	Office Location(s)
	*	Office Hours
	*	Email Address
	*	Phone Number
	*	Teaching Assistant (if applicable)
	*	Course Title
	*	Semester / Year
	*	Course Description or Overview
	*	Prerequisites
	*	Relationship / Contribution of this course to the program
	*	Student or Learner Outcomes / Objectives
	*	Required Text / Readings
	*	Teaching / Learning Methods
		Description of Proposed Projects / Assignments
		Technology / Material / Equipment Requirements
	*	Evaluation Criteria
	*	Grading Policy / Scale
		Specific Grading Requirement
		Grade Review
	*	Exam Scheduling Policy
		Class Attendance Policy
	*	Course Outline
	*	Statement of Academic Dishonesty
		Diversity Statement
		Cell Phone Usage Statement