

### **Syllabus Checklist**

- Course number, section, and name
- Semester/year
- Faculty member's name, phone number and email
- Faculty member's office location and office hours
- Goals, objectives and learning outcomes for the course
- Required texts
- Assignments with grade distribution
- Grading scale
- Brief description of assignments
- Schedule of classes and topical outline
- The following statements should appear on the syllabus. [Suggested examples are available.](#)
  - Statement of Policy on Academic Misconduct
  - Statement of Attendance Policy
  - Diversity Statement
  - Disability Accommodation
  - Final Exam Accommodation