

## SYLLABUS / CLASS POLICY CHECKLIST (Updated May 2017)

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Professor:

Course:

**Please make sure that your syllabus contains the following information:**

1. Course Information (Required)

- Course name, prefix and number, and section number
- Course credit hours
- Semester
- Meeting day(s), time and location
- Course Prerequisites
- Course Description and Objectives
- Texts/Materials (required and supplemental)

2. Contact Information (Required)

- Instructor's name
- ucf.edu email address
- Office Location
- Office Hours

3. Policies (Required)

- Academic Activity Assignment
- Attendance
- Assignments and Grading
- Make-up Work / Extra Credit
- Late Assignments
- Grading Scale and Incompletes
- Plagiarism, Cheating, and Academic Dishonesty
- Accessibility Accommodation
- Classroom Behavior
- Syllabus Amendment

4. Calendar (Required)

- Course calendar/ Assignment Due Dates
- Date of Final Exam

5. Miscellaneous (Recommended, but not required)

- Turnitin.com
- Electronics, Computers, and Cell Phones
- Food and Drink Policy
- University Writing Center
- Standards for Written Work

6. Gordon Rule and Departmental Academic Standards for ENC, ENG, LIT, AML, and ENL syllabi (Required)

- Does the course meet the writing requirements of the Gordon Rule (four or more GR assignments, 6000 words) and Departmental Academic Standards?
- Is the Gordon Rule Language included?
- Gordon Rule Assignments are marked with an asterisk and assignment descriptions are included

**4000-level literature courses require a 2500 word research paper excluding works cited and title page.**

**Any information missing from your syllabus must be supplied to students (and department) immediately in the form of an addendum to the syllabus.**