

SYLLABUS / CLASS POLICY CHECKLIST

Professor

Course

Please make sure that your syllabus contains the following information:

1. Course Information

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

2. Contact Information

- Instructor's name
- Office Location
- Office Hours
- Phone #
- Email address

3. Policies

- Assignments and Grading
- Attendance
- Make-up Work / Extra Credit
- Late Assignments
- Grading Scale and Incompletes

- Plagiarism, Cheating, and Academic

Dishonesty

- Disability Accommodation
- Syllabus Amendment
- Classroom Behavior

4. Calendar

- Course Itinerary
- 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

- Does the course meet the writing requirements of the Gordon Rule (four or more GR assignments, 6000 words) and Departmental Academic Standards?

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 immediately in the form of an addendum to the syllabus