



Syllabus Checklist for Face-to-Face Courses

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

Materials

- Reading/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 o knowledge and abilities that wil be emphasized;
 - How and why the course is organized in a particular sequence.
- Learning Objectives:
 - What the students will gain from your course, written in a measurable way and from a student's perspective.

- 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 of how each will impact on grades.)

- [University Attendance Policy](#) (Required for face-to-face/traditional courses)
- Policy for late work
- Policy for missed tests
- Policy for extra credit
- [Academic Honor Policy](#) (Required)
- [American with Disabilities Act](#) (Required)
- [Free Tutoring from FSU](#) (Recommended)
- [Syllabus Change Policy](#) (Recommended)