

Syllabus Design Checklist

Note: You may want to consider choosing a soft tone for your syllabus. Defensive language might create student disenfranchisement or disengagement.

Note: entries in **yellow highlights** have been identified by the Office of the Provost as required components of all syllabi at UCF.

Contact Information

- Instructor's name
- Contact information for instructor
 - Office location and hours
 - Email and phone
- Contact procedures for class: email or WebCT

Course Information

- Course name
- Course ID and section number
- Credit hours
- Semester/year
- Meeting day, time, and location
- Course description (include catalog description, departmental description, and your personal description of the course)
- Course objectives (in accord with your teaching goals and tied to your planned assessments). List these with as much detail as you can.
- Course Prerequisites; instructor expectations of certain student abilities
- Required texts
- Supplemental texts, helpful websites, and other materials
- Library resources
- Evaluation and Grading
 - Plus/Minus grading or flat grading
 - Grade scale (numbers/letters equivalencies)
 - Grade distribution / grading on a curve
 - Categories of assessment
 - Weight of assignments and tests
 - Incomplete grades policy

Policies

- Golden Rule and other personal and academic conduct statement
 - Attendance, participation, and courtesy

- Plagiarism and cheating
 - Accouterments (book bags, skateboards, computers, calculators, ID's)
- UCF Creed
- Professionalization and personal conduct statement
- Gordon Rule statement, or Diversity Requirement statement, if applicable
- Disability Access Statement (reproduced from SDS website):
 - “The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.”
- Collaboration procedures clearly defined
- Supplemental attachments/handouts
 - Detailed description of assignments
 - Examples of previous student work and explanation of your assessment
- Policy about due dates
 - Examination rules and procedures
 - Missed assignments/exams, make-ups, extra credit
- Technology expectations and requirements
 - Use of e-mail
 - Use of WebCT or other Web site
 - Use of laptops for notetaking
 - Use of calculators
 - Use of tape recorders and audio recording devices
 - Special tools or programs

Calendar

- Final exam date and time
- Deadlines
- Assignments
- “Syllabus Subject To Revision” clause
- Class by class schedule (optional)

Additional Syllabus Resources

Faculty Handbook: <http://provost.ucf.edu/handbook/home.html>. Chapter Seven in particular offers information on university-wide grading policies, registration policies, credit hours, university requirements, and federal laws such as FERPA.

Student Disability Services offers a website with policies and explanations for faculty: http://www.sds.sdes.ucf.edu/Faculty_Guide/default.htm

The Faculty Center for Teaching & Learning offers worksheets and information on course design, writing goals and objectives, and connecting these objectives with individual lesson plans and activities:

<http://www.fctl.ucf.edu/tresources/coursedesign.htm>

See also Judith Grunert, *The Course Syllabus: A Learning-Centered Approach*. Bolton: Anker, 1997. Copies are in the Faculty Center library and the UCF Main Library.