UTHSC Syllabus Checklist

Acknowledgements: This syllabus checklist draws ideas from the UTK syllabus, University of Maryland syllabus, Cornell’s Syllabus Guide, and Gannon’s How to create a syllabus: advice guide. The components listed below are not required by UTHSC; they are intended as an example of best practices.

General Course Information

* Course # and Title
* Term/Year
* Department Name and College
* Campus Location
* UTHSC
* Course Instructor/Director
* Email
* Phone
* Office Address
* Office Hours (online, F2F, or both)
* Course Days/Time
* Course Location (include link to campus map)
* Course Format (F2F, online, hybrid)
* Additional Instructors and contact information

**COURSE DESCRIPTION**

* Description from most recent UTHSC course catalog/bulletin
* Course overview
* Overall purpose/goal of course
* Course value
* How this course fits into overall curriculum
* Credit hours
* Prerequisites

**STUDENT LEARNING OUTCOMES/OBJECTIVES (SLOs)**

* 4-6 learning outcomes/objectives (SLOs) that clearly describe what the students should know or be able to do by the end of the course, not what the teacher will do.

SLOs should:

* Be SMART, i.e. specific, measurable, attainable, realistic, and timely.
* Utilize measurable action verbs to delineate student performance
* Encourage higher order thinking skills
* Be framed as “On completion of this course, the students will be able to…”
* Be linked to accrediting organization’s standards and/or competencies (if applicable)
* Be aligned with assessment and instructional strategies

**TIPS TO BE SUCCESSFUL IN THIS COURSE**

* Description of how students can succeed in this course.

**COURSE MATERIALS OR TEXTBOOKS, MATERIALS, AND RESOURCES**

* required, optional, and supplemental texts (title, author, publisher, edition)
* required materials, e.g. lab equipment, supplies, software, technology, etc.
* course resources, e.g. tech support, electronic resources, library research guides and websites.
* Explanation of where to purchase or access these

**ASSIGNMENTS AND ASSESSMENTS OR ASSIGNMENTS/PROJECTS/EXAMS**

* List of the assignments, projects, and exams that will be required.
* With each assignment include a description, detailed instructions, rubric, deadline, percentage of grade, connection to SLOs
* Explain how each assignment should be submitted

**GRADING AND GRADING POLICY**

* Provide a detailed description of policies and procedures that may impact a student’s grade or performance.
* Grading Scale
* Components of Final Grade

**COURSE SCHEDULE**

* Course calendar that outlines topics to be covered, reading assignments, assignment due dates, etc.

**POLICIES AND PROCEDURES**

* Specific University, College, Program, and course policies that impact student’s performance. Including but not limited to:
  + Academic Services/Resources
  + Attendance
  + Communication
  + Drop/Withdrawal Dates as per College policy
  + Technology Use
* Disability Statement
* Inclusivity statement

**DISCLAIMER OF CHANGE STATEMENT**

* This syllabus, like our course should be seen as an evolving experience, and from time to time changes might become necessary. As instructor, I reserve the right to modify this syllabus, with the stipulation that any changes will be communicated to the entire class clearly and in writing. (from Gannon)