Course Syllabus Guidelines Checklist

1. _____ Course title/number, number of credit hours
2. _____ Course prerequisites, co-requisites, and where course fits in program of study (if applicable)
3. _____ Course logistics (term; class location and time)
4. _____ Instructor contact information
   Instructor’s name, office address, office hours, contact telephone number, and email address
5. _____ TA contact information (if applicable)
6. _____ Course description
   The course description should be consistent with the description found in the University Catalog.
   Course description: SLS 1503 is designed to assist students in making the transition into higher education. Topics include time management, test taking skills, learning strategies and styles, diversity, short- and long-term planning, developing analytical and critical thinking skills, relationships, and campus resources. Prerequisite: must be a student with less than 30 credits. (2 elective credits)
7. _____ Course objectives/student learning outcomes
   Provide the students an understanding of what they will be expected to learn as a result of successfully completing the course.
8. _____ Course evaluation method
   Include a breakdown of the graded course components and their weight in determining the overall course grade (e.g. Midterm exam--20%, Essay #1--15%, Attendance and Participation--10%, etc.). If you have a policy about unexcused class absences resulting in failure in the course, clearly state your policy. Please note that the University Provost, in order to identify and assist students at academic risk, requests that courses with freshmen have graded assignments well before midterm. If applicable, also note the minimum grade required to pass the course (if not a “D-“).
9. _____ Course grading scale (optional)
   Many faculty members include in their syllabi some type of grading rubric: what constitutes “A” work in the course or in particular assignments, “B” work, what constitutes a “Pass” or “Fail,” etc.
10. _____ Policy on makeup tests, late work, and incompletes (if applicable)
    If you do not accept late work or apply penalties to late work, state so. Please note that students may not be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. Instructors must allow these students to make up missed work without any reduction in the student’s final course grade. Reasonable accommodation must also be made for students participating in a religious observance. Also, note that grades of Incomplete (“I”) are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances. If your college has elaborated on this policy, state so here.
11. _____ Special course requirements (if applicable)
    State if any requirements are associated with the course, such as mandatory field trips or film viewings, special fees, or purchase of course-related materials.
12. ______ Classroom etiquette policy (if applicable)
   If you have a particular policy relating to student behavior in the class, such as
   relating to tardiness or on the use of electronic devices in the classroom, state so here.
   University policy on the use of electronic devices states: “In order to enhance and
   maintain a productive atmosphere for education, personal communication devices, such
   as cellular telephones and pagers, are to be disabled in class sessions.” Many faculty
   members elaborate on or refine this policy to meet particular needs.

13. ______ Disability policy statement
   Suggested statement: In compliance with the Americans with Disabilities Act
   Amendments Act (ADAAA), students who require reasonable accommodations due to a
   disability to properly execute coursework must register with the Office for Students with
   Disabilities (OSD)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 203 (954-236-
   1222); or in Jupiter, SR 139 (561-799-8698)—and follow all OSD procedures.

14. ______ Code of Academic Integrity policy statement
   Suggested statement: Students at Florida Atlantic University are expected to maintain
   the highest ethical standards. Academic dishonesty is considered a serious breach of
   these ethical standards, because it interferes with the University mission to provide a
   high quality education in which no student enjoys an unfair advantage over any other.
   Academic dishonesty is also destructive of the University community, which is grounded
   in a system of mutual trust and places high value on personal integrity and individual
   responsibility. Harsh penalties are associated with academic dishonesty. For more
   information, see the Code of Academic Integrity in the University Regulations at

15. ______ Required texts/readings

16. ______ Supplementary/recommended readings (if applicable)

17. ______ Course topical outline, including dates for exams/quizzes, papers, completion of
   readings
   Include a breakdown of topics covered (generally, by class day or by week), deadlines for
   course assignments/requirements, and dates of exams and quizzes.

Syllabus Guidelines approved by University Faculty Senate on January 22, 2010.
Item 14 revised 6/28/10, 11/10/10