ECoS CHECKLIST FOR SYLLABUS CONTENT

A syllabus is a roadmap that students follow in order to be successful in a course. Please take note that the Eberly College of Science expectation is that syllabi will be available to students no later than the first day of class. Faculty Senate Policy (43-00) requires that a written (paper or electronic) syllabus must be given to students on or before the first day of class. A thorough syllabus should contain the following items:

**Basic Course Information**

- Course Id, Name, Number/Section
- Instructor Information
- Full Name
- Title
- Office Location
- Office Phone
- Office Hours and how to arrange a meeting at times not regularly scheduled
- Home Phone (optional)
- Office Fax
- Email Address
- Web site (if available)
- Prerequisites (courses, skills, experience)
- Class Location(s) and Time(s)
- Lab Locations(s) and Time(s)
- Texts, Readings, Materials, Web Site(s) (indicate what is required and optional)

NOTE: Changes to the syllabus must be distributed in writing (paper or electronic form). Although not required, a syllabus “subject to change statement” is recommended.

**Course Goals and Objectives**

- Explicit statement(s) about intended outcomes for the course.

**Methods for Learning and Teaching**

- Method(s) of course delivery (e.g., traditional lecture, Student Centered Discussion, online discussion etc.) are clearly described.

- Student responsibilities are described (e.g., student will need to use Canvas to post assignments, student will use First Class for discussion etc.).

**Course Calendar and Schedule**

- The calendar/schedule clearly illustrate the time and date requirements for topics, readings, assignments, exams, projects, special activities, etc.
☐ The drop/add dates for the semester. This information is found using the Academic Calendars tab on the Registrar’s webpage, http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm

**Course Requirements**

☐ Required activities (e.g., assignments, projects, class attendance, in-class participation etc.) are clearly designated and described.
☐ When applicable, all required technology components are clearly described.

**Course Policies**

☐ Grading
  ☐ All components and weights are clear.
  ☐ Policies for missed projects/assignments are provided.
  ☐ Exam weights are clear.
  ☐ Policies for make-up quizzes and exams are addressed.
  ☐ When applicable, policies for extra credit is given are clear.
☐ Attendance
  ☐ If class attendance is required, the policy for missed classes is clear.
  ☐ Any policy regarding lateness is clear.
☐ Academic Integrity Statement (suggested language: http://science.psu.edu/current-students/Integrity/Syllabi.html)
☐ Lab Policy

**Course Resources**

☐ Location and full descriptions of any additional or optional materials is provided.
☐ Basis for grades, as detailed as possible
☐ Examination Policy
☐ Evening examination schedule, if necessary
☐ Academic Integrity Statement
☐ Changes to the syllabus shall be distributed in writing. Although not required, a syllabus “subject to change statement” is recommended.

**Academic Integrity Considerations**

☐ Make sure the students understand the importance of academic integrity
☐ Make sure your students know you are committed to academic integrity
☐ Make sure your students know what is constituted as cheating
☐ Make sure the language you use when addressing academic integrity does not contradict University or ECoS policy/procedures, https://handbook.psu.edu/content/syllabus, http://science.psu.edu/current-students/Integrity/Syllabi.html
☐ Make sure you are clear on the rights and responsibilities guiding how you will respond
to cheating
☐ Make sure you emphasize all the forms of assistance and guidance students have to be successful in your course

Faculty Senate Recommendations and Requirements

The Faculty Senate requires, that the syllabus contain:
☐ Disability Statement. The Commonwealth College has a disability statement developed for inclusion. (suggested language: http://equity.psu.edu/student-disability-resources/faculty-handbook/syllabus-statement)

Please note that faculty may make adjustments to syllabi, but these must be provided to all students in writing (on the web, paper, or other tangible medium).