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): http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/ 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.).
**Required Course Materials**

☐ Textbooks, packets 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](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.
  ☐ Lab Policy
  ☐ ECoS Code of Mutual Respect and Cooperation: [science.psu.edu/climate/support-and-resources/code-of-mutual-respect-and-cooperation](science.psu.edu/climate/support-and-resources/code-of-mutual-respect-and-cooperation)

**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: http://science.psu.edu/current-students/Integrity/Policy.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 Requirements With Links to Recommended Statements:
http://senate.psu.edu/faculty/syllabus-statement-examples/

The Faculty Senate requires that the syllabus contain:
☐ Academic Integrity Statement. (link and suggested language: see link above and also ECoS link here http://science.psu.edu/current-students/Integrity/Syllabi.html)
☐ Disability Statement: The Commonwealth College has a disability statement developed for inclusion. (suggested language: see link above)
☐ Link and Statement for Report Bias: (suggested language: see link above)
☐ Link and Statement for Mental Health Services: (suggested language: see link above)

Please note that faculty may make adjustments to syllabi, but these must be provided to all students in writing (paper or electronic form).