# Syllabus Template Checklist

Academic Year 2023-2024

This Waubonsee Syllabus Template Checklist is a tool designed for three purposes: 1) To assist faculty in meeting the College standard when creating their syllabi; 2) To share recommended elements, which faculty may consider including as they represent ideas and best practices designed to serve students; and 3) To assist the Deans and Assistant Deans in evaluating the syllabi for compliance in a systematic, consistent manner across the Academic Divisions.

## The following syllabus elements are required and must be presented in the following sequence:

* 1. The College Logo on the first page only
* 2. Course Information including department code, course number and course title
* 3. Instructor contact information and availability for student inquiry
* 4. Official institutional catalog course description (from CurricUNET)
* 5. Prerequisite(s), if applicable
* 6. IAI code, if applicable
* 7. Information about instructional materials used in the course. This can include open educational materials, textbook author, title, publisher, edition, date, and ISBN number, and/or other published material the student is required to purchase for the course including lab manuals, lab kits, software, etc., and/or if any online reading or resource materials are used, a complete working URL or bibliographic citation must be provided.

## The following syllabus elements are required, and may be presented in the faculty member’s preferred sequence:

* Student learning outcomes
  + Transfer course (1.1): min. course learning outcomes and institutional learning outcomes
  + CTE course (1.2): course, program, and institutional learning outcomes
* Methods of evaluation of student learning directly linked to course objectives and outcomes
* Grading criteria and scale
* Description and details of assignments, readings, writing assignments, and projects
* Institutional Policy: Withdrawals
* Institutional Statements on Academic Integrity, Accessibility and Disability, and Plagiarism
* Student Support Services and Resources as provided on the template
* A detailed topical outline and weekly schedule that goes beyond chapter numbers and titles from a textbook. Method for listing assignment due dates and/or due weeks is at the discretion of the instructor.
  + For lab courses: Incorporate the lab outline into the topical /lecture outline or create a separate outline/schedule.

## **The following recommended syllabus elements are optional, and may or may not be included at the faculty member’s discretion**:

* Artificial intelligence statement
* Course objectives\*
  + \*Generally optional; however, they may be required by some accrediting bodies for certain Waubonsee programs (Health Information Technology, etc.).
* Course overview
* Course policies: academic dishonesty, attendance, late work, make-up exams, participation, etc.
* COVID-19 protocols
* Diversity statement
* Inclusive classroom community -- goals, expectations, ground rules, etc.
* Instructor Response Time: A clear statement regarding the instructor response time to emails and other student inquiries.
* Statement of how grades are related to or reflective of the expected learning outcomes.
* Teaching philosophy
* Technical Help (Canvas/Academic Support/TAC/etc.)