Syllabus Checklist

Course Basics
- Worcester State University
- Course # and Section #
- Semester and Year
- Room and Time
- # of credits
- If applicable: LASC categories, cross-listings, pre-requisites or co-requisites

Instructor Information
- Name
- Contact Info (please use worcester.edu email address)
- Office Location and Office Hours, if applicable

Readings
- Required textbook(s), with ISBN numbers
- Any other required purchases (access code, reader, materials, etc)
- Mode of delivery / access for any other readings

Course Description (i.e. "inputs" from the instructor) – Might Include
- catalog description or expanded course content description
- what the students will learn or be introduced to
- scope; main course themes or concepts; goals
- instructor's approach or teaching methods
- learning modes or kinds of activities
- instructor expectations

Student Learning Outcomes (i.e. "outputs" from the student)
- what the students will know or be able to do by the end of the course
- typically, 3-6 outcomes
- aligned to department and LASC outcomes
- measurable via course assessments and learning activities

Course Requirements
- What students must do, or how their grade will be assessed
- Assignments – if detailed guidelines will be given later, state this in syllabus

Grading Scale
- clear percentage or point breakdown of final grade
- anything that is part of the grade must be identified as such (e.g. if attendance is factored into final grade, it should be spelled out exactly how much)

- If extra credit is possible, spell out your policy clearly

Syllabus
- Topics and Reading Assignments, by date
- Course organization / Unit or Module divisions
- Due dates and deadlines for assignments and exams
- OK to leave some items as "TBA" or to specify that syllabus is subject to change
- Reminder: if giving a final exam for an in-person class, please make sure it happens in your university calendar designated final exam time slot, not during the last week of classes or during another course's time slot.

Course Policies (* are required or strongly recommended)
- *Communication
- *Disability accommodation
- *Plagiarism and academic honesty
- *Rewriting, revisions, late work or makeups
- Preferred citation method
- How to submit written work
- Technology use in class
- Food in class
- Respectful dialogue or student behavior expectations
- Reminders about university withdraw / Pass-Fail designation deadlines
- Tutoring, Academic Success and Writing Center resources
- Library resources (if will be needed for course assignments)
- Campus resources for counseling or mental health