

Checklist for Preparation of Syllabi

- Provide a general overview of the course, including what you hope the students will learn. List any pre-requisites for the course.
- State your name, office address, office phone number, and e-mail address. (State whether you prefer e-mail and how often you check/read it.)
- List your office hours (at least 3 hours per week, not all on the same day or at the same time slot on multiples days, e.g. MWF 10-11 or TR 12:30-2).
- List the names, contact information, and office hours of any teaching fellows or other instructors.
- List the books and other materials that you expect the students to purchase, and state where to buy them (as well as any other logistical information needed such as log number of an item that the students can purchase at the copy center).
- List any items that the students will be expected to read, including information on how they can access the readings.
- State whether your course has a web site and, if so, give the URL and state what materials and links the students can find there. (Put the syllabus on the web page!)
- List the classes and other events that the student is expected to attend (lectures, discussion sections, laboratory sections, museum visits, field trips, special events, etc.); provide dates and times if known, or state that these will be announced in class.
- State your policy regarding absences (be specific: absences from lectures, from labs, etc.), missed work, make-up exams, etc.
- List (in bold face!) the times of the examinations. Note that most undergraduate classes should hold final examinations, and that the final exam must be scheduled at the time during the main exam period that has been assigned to the main (lecture) section of the course as given in the table found in the Schedule of Courses booklet.
- State your grading criteria. For example, average of midterm exams: 25%, final exam: 35%; term paper 40%. If there are any complexities (e.g., the midterm exam average will be the best two out of three), state these clearly.
- State clearly your policy regarding work that is handed in late.
- State clearly your expectations regarding independence of work. E.g., if you want to encourage collaboration, state the extent of the collaboration allowed on different types of assignments.
- Remind the students of their responsibility to know and understand the provisions of the CAS Academic Conduct Code. Copies are available in room CAS 105. State clearly that you will refer cases of suspected academic misconduct to the Dean's Office.
- Provide as detailed a schedule as possible of lectures (i.e., what will be discussed on what dates), assigned readings, discussions, laboratories, etc. State that the schedules and topics are subject to change, in which case announcements will be made in class as appropriate.