

Syllabus Checklist

- **Course Title:** Include college, department code, course number, and section (ex. MET ML 700 A1). If applicable, include if it is online, off campus, or blended format.
- **Your name and email address:** as well as any other contact information you would like the students to have (this is very important, as MET does not have official office hours on campus and students must have a way of contacting their professors directly). Also, if applicable, give the names and contact information of any teaching assistants.
- **Course description:** a brief description, either the course description from the course schedule or a more detailed description is acceptable
- **Books and other required materials:** give detailed citations and list if the students can find their books at the BU bookstore, or if not where they should purchase their materials.
- **Course website:** MET requires professors to have a Blackboard site, or other course website. Please post this on your syllabus (and put the syllabus on your web page).
- **Clearly state all policies regarding:**
 - Attendance & Absences (including all events within and outside of class – exhibits, labs, lectures, guest speakers, etc.) – include dates for special events as early as possible, especially if they are required
 - Assignment completion & late work
 - Academic Conduct Code: <http://www.bu.edu/met/for-students/met-policies-procedures-resources/academic-conduct-code/>
- **List grading criteria:** including how it is weighted (e.g. what assignments count for how much of the overall grade). If you have a complex system of criteria, spell this out as clearly as possible. This is your contract and your students' contract for grades and will be used as such if there are any issues.
- **Give as detailed a list as possible of:**
 - class meeting dates
 - lectures
 - assigned readings
 - discussion topics
 - assignments
 - (State that this is subject to change, in which case announcements will be made in class as appropriate)