

Syllabus Checklist

By admin

- ☐ Course Title
- ☐ Course Description.
 - ☐ Intro
 - ☐ Scope
 - ☐ Purpose
 - ☐ Relevance
- ☐ Course objectives. At the end of the course will gain:
 - ☐ Skill
 - ☐ Knowledge
- ☐ Course organization.
- ☐ Materials.
 - ☐ Book 1 of author
 - ☐ Book 2 of author (optional)
 - ☐ Materials
 - ☐ Readers
 - ☐ Software
 - ☐ Supplies
- ☐ Prerequisites and co-requisites.
 - ☐ Prerequisite
 - ☐ Skill sets
- ☐ Course requirements.
 - ☐ Assignments
 - ☐ Exams
 - ☐ Projects
 - ☐ Attendance
 - ☐ Participation
 - ☐ Due dates
- ☐ Evaluation and grading policy
 - ☐ Final grade policy
 - ☐ Breakdown of components.
- ☐ Course policies and expectations

- ☐ Attendance
- ☐ Tardiness
- ☐ Academic integrity
- ☐ Participation
- ☐ Missing homework
- ☐ Missed exams
- ☐ Recording classroom activities
- ☐ Food in class
- ☐ Laptop use
- ☐ What should students expect of teacher
- ☐ Course calendar
 - ☐ Week 1
 - ☐ Week 2
 - ☐ Week 3
 - ☐ Readings
 - ☐ Homework
 - ☐ Due dates
- ☐ Advice
 - ☐ How to study for the course
 - ☐ How to seek help
 - ☐ How to use this syllabus