Syllabus Checklist

Created: 9/2/2014

# Tasks:

☐ **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 classrom 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**