

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 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