Cal State Fullerton   Checklist complies with UPS 300.004, "Policy on Syllabi"

Syllabus Checklist

Check each item if completed; add notes if needed. See "Annotated Syllabus Template" for additional information. Information about how to "Create Accessible Tables" and "Create Accessible Hypertext Links," are available at the course development website.

Course proposer must complete and upload checklist to Curriculog

Faculty Information
- ☐ Instructor
- ☐ Office
- ☐ Phone
- ☐ Email
- ☐ Office hours (compliant with UPS 230.020)
- ☐ Response time

Technical Problems
- ☐ Statement including how to report and document technical problems, plus alternate plan for submitting work.

Course Communication
- ☐ Statement including preferred format for communication.

Response Time
- ☐ Statement indicating when a student can expect a reply to an email, phone or other message.

Course Information
- ☐ Name, number, title (prefix with number and title)
- ☐ Other (recommended): units, section #, schedule code, term, Canvas URL
- ☐ Meeting times and modality (UPS 411.104) days, times, location (if synchronous)
- ☐ Zoom link, if used
- ☐ Course requisite(s) (pre- or co-; if none, write "none")
- ☐ Catalog description
- ☐ Additional description (optional)
- ☐ Course materials and equipment
  - ☐ Required text(s) (if any)
  - ☐ Recommended text(s) (optional)
  - ☐ Other course materials or equipment (optional)
  - ☐ Zero cost (optional)
- ☐ Student Learning Outcomes (SLO),

Grading Policy
- ☐ Grading scale and assignment breakdown (UPS 300.020)
    - ☐ Grading scale (e.g., A+=98-100, A=93-97, A-=90-92, etc.)
    - ☐ List of assignments with corresponding points or percentages
- ☐ Attendance and participation policy (if any)
- ☐ Examination and assignment due dates
- ☐ Make-up and late submission policy
- ☐ Alternative procedures for submitting work
- ☐ Authentication of student work (where relevant)
- ☐ Extra credit (if none, state that)
- ☐ Retention of student work

Additional assignments for graduate students
- ☐ if 400-level course approved for graduate credit

Academic Integrity
- ☐ Statement of expectations and policies including potential consequences for violations.

Technical Competencies
- ☐ Statement of any competencies and resources required beyond what is expected of all students.

Student Resources Website
- ☐ Statement and link to student information for course syllabi. Recommended best practice: list on syllabus the 15 items at that site for students to see at a glance.

Classroom Management (optional)
- ☐ "Rules of the class" (if any)

General Education Requirements (UPS 411.201)
Required only for GE courses.
- ☐ Statement of specific GE requirement(s) this course meets.
- ☐ Statement of the way in which the course meets the GE writing requirement.
- ☐ If Golden Four (A.1, A.2, A.3, B.4), this required statement: A grade of "C-" (1.7) or higher is required to meet this General Education requirement. A grade of "D+" (1.3) or below will not satisfy this General Education requirement.
- ☐ If other GE, this required statement: A grade of "D" (1.0) or higher is required to meet this General Education requirement. A grade of "D-" (0.7) or below will not satisfy this General Education requirement.

Upper-Division Writing Course (UPS 320.020)
Required only for UDW courses.
- ☐ Statement describing how course satisfies intensive or complementary writing requirements in UPS 320.020

[checklist revised 2023-06-21]

Calendar of Topics / Schedule of Classes

☐ 15 weeks of instruction (or equivalent for winter and summer sessions, for which EIP provides scheduling options), including topics, appropriate readings, screenings, assignments due, exam dates, and so on.

☐ 16th week with final exam or assessment activity (required for lecture, discussion, seminar – optional for lab, supervisory, other activity classes, UPS 300.005).

Note: Fall or Spring break should be included in the calendar, but not numbered.

Online Courses

☐ REQUIRED: Weekly faculty-student engagement activities that demonstrate substantive interaction from faculty to the students included in syllabus (College requirement—see Call for more details).

☐ RECOMMENDED: Meet with Instructional Designer Nick Enke (nenke@fullerton.edu) when designing your online course.

[checklist revised 2023-06-21]