Syllabus Checklist

Checklist complies with [UPS 300.004](https://example.com), “Policy on Syllabi”

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](https://example.com))
- [ ] 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](https://example.com)) 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.