

# Checklist for Creating/Reviewing Syllabi at CSUF

[UPS 300.004 Policy on Syllabi \(Course Outlines\)](#) requires that students be provided with a course outline or syllabus (on paper or electronic format) within the first full week of classes. The university-wide requirements and recommendations for syllabi below come from that UPS and other UPS documents cited below. Instructors may add additional information to their syllabi, as appropriate.




**Key:** ? Missing or incomplete element  
? Element is present  
? Question or suggestion for improvement

<b>Required Information for All Courses</b> <a href="#">UPS 300.004</a> , Policy on Syllabi (Course Outlines)	
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<b>Faculty Information</b>
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Office location
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> E-mail
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Telephone number(s)
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Office hours ( <a href="#">UPS 230.020</a> )
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<b>Course Information</b>
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Course number and name
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Course prerequisite(s), if any
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Term and room number (if known)
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Required text(s), if any
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> In-person, hybrid, or fully-online
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Learning outcomes/objectives
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Course description
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Required course materials
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<b>Grading Standards and Criteria</b> , including whether or not +/- grading is used
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<b>Grading Policy</b>
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Examination dates and times
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Penalties for academic dishonesty
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Make-up policy (if any)
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Attendance policy
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Required materials/equipment
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<b>Class Assignments</b>
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Papers (number, length, due dates)
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Other Assignments
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span> Projects (group/individual)
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<b>Calendar of Topics:</b> best practices include weekly topics, readings or other materials (e.g., screenings), assignments or exams due, including labs (if any), group or individual work, other information unique to that course (e.g., guests). Note: a semester covers 17 weeks total on the calendar, one of which is recess (break) week. Of the 16 remaining weeks, 15 weeks are instruction and a 16 <sup>th</sup> week has final exams. Finals may not be given a week early to shorten a semester. If a final is a take-home exam, paper, project, etc., it may not be due earlier than the day/time of the scheduled final exam for that class ( <a href="#">UPS 300.005</a> ).
<span style="color: red;">?</span> <span style="color: green;">?</span> <span style="color: yellow;">?</span>	<b>Student Information Link:</b> <a href="http://fdc.fullerton.edu/teaching/syllabus.php">http://fdc.fullerton.edu/teaching/syllabus.php</a> . Suggested wording: It is the student's responsibility to read and understand the required and important information at this website: <a href="http://fdc.fullerton.edu/teaching/syllabus.php">http://fdc.fullerton.edu/teaching/syllabus.php</a> . Included is information about students' rights to accommodations for special needs, academic integrity and dishonesty, emergency preparedness, student learning goals and outcomes, general education, library support, and the final exam schedule.

<b>Recommended Information for All Courses</b> [ <a href="#">UPS 300.004</a> ]			
			<b>Extra credit options (if any):</b> Such options shall be available to all students on an equitable basis.
			<b>Instructor classroom management procedures (if any).</b>
			<b>University-wide Student Learning Goals and Program Outcomes:</b> <a href="http://www.fullerton.edu/data/assessment/learninggoals.php">http://www.fullerton.edu/data/assessment/learninggoals.php</a>

<b>Additional Required Information for General Education Courses</b> <a href="#">UPS 411.201</a> , General Education: Breadth Objectives and Course Development			
			<b>General Education requirement(s)</b> met by the course.
			<b>GE Learning objectives</b> for the GE area or subarea in which the course carries credit.
			<b>GE Grade Statement:</b> Courses in Oral Communication ( <b>A.1</b> ), Written Communication ( <b>A.2</b> ), Critical Thinking ( <b>A.3</b> ), or Mathematics/Quantitative Reasoning ( <b>B.4</b> ) shall include the statement, "A grade of C- (1.7) or better is required to meet this General Education requirement. A grade of D+ (1.3) or below will not satisfy this General Education Requirement."  Courses in areas <b>B.1, B.2, B.3, B.5, C.1-C.3, D.1-D.4, E, and Overlay Z</b> shall include the 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."  If the GE course is required by a major the standard for fulfilling the major requirement may be higher than that required to fulfill the GE requirement.
			<b>GE writing requirement</b> (how met and assessed)

<b>Additional Required Information for Hybrid Courses, Online Instruction Courses with Required Course Meetings, and Fully-Online Instruction Courses</b> [ <a href="#">UPS 411.104</a> , Policy on Online Instruction]			
			<b>Assessment and grading:</b> how participation in online activities will be assessed and graded (e.g., chat sessions, postings, frequency of web access, recorded online class meetings, etc.)
			<b>Tracking online activities:</b> whether or how the instructor will track student online activities (e.g., maintaining copy/log of online chat/discussion, etc.)
			<b>Deadlines for posting and due dates:</b> dates and times
			<b>Online office/contact hours:</b> how quickly instructor will respond to email and online assignments, how often instructor will be online, alternative communication options, etc.
			<b>Authentication:</b> safeguards for authenticating student work (e.g., Turnitin, Proctorio, Labster, etc.)
			<b>Appropriate online behavior netiquette:</b> (e.g., <a href="https://elearningindustry.com/10-netiquette-tips-online-discussions">https://elearningindustry.com/10-netiquette-tips-online-discussions</a> , <a href="http://www.albion.com/netiquette/corerules.html">http://www.albion.com/netiquette/corerules.html</a> )
			<b>Technical competencies:</b> expectations required of students (e.g., basic computer skills, access and search internet, upload and download documents, write with word-processing app, etc.)
			<b>Minimum computer hardware and software specifications:</b> (e.g., reliable and current Mac or Windows computer, long- and short-term laptop checkout available via Student Genius Center (SGC), <a href="http://www.fullerton.edu/it/students/sgc/">http://www.fullerton.edu/it/students/sgc/</a> ; download free software used in class from IT Student Software website, <a href="http://www.fullerton.edu/it/students/software/">http://www.fullerton.edu/it/students/software/</a> , etc.)
			<b>Course website access requirements:</b> (e.g., access Canvas weekly, postings, assignments, etc.)
			<b>Contact in case of technical problems:</b> Student IT Helpdesk; phone 657-278-8888; online chat via Portal: Online IT Help: Live Chat; email <a href="mailto:StudentITHelpDesk@fullerton.edu">StudentITHelpDesk@fullerton.edu</a> ; walk-in at <a href="#">SGC</a>

	<b>Alternative procedures for submitting work in the event of technical problems:</b> (e.g., email work to instructor, upload to shared Dropbox or Google drive, etc.)
	<b>On-campus or synchronous online meeting requirements, if any:</b> days/dates, times, rooms
	<b>Pollak Library “Guidelines for Online Instruction Students”:</b> <a href="http://www.library.fullerton.edu/about/guidelines/online-instruction-guidelines.php">http://www.library.fullerton.edu/about/guidelines/online-instruction-guidelines.php</a>