Syllabus Checklist

Questions to Consider

Tone
• What is the tone of the syllabus?
• Is it personal and engaging?
• What emotional reaction do you have to this document?
• Do you have a sense of excitement about the course?

Value and Purpose
• Do you see the value of the course and understand its purpose?
• Are the learning outcomes clearly defined?
• How would you describe this course to someone?

Organization and Clarity
• Do you know what to do to meet with success and how to access help if needed?
• Is it well organized and easy to follow?
• Can you easily see what is expected of you?
• Were enough details provided?
• Does the syllabus provide you with a clear path to success?
• Were visual tools such as charts used to organize the information and clearly communicate information?

Perception of Professor
• How would you describe the professor based on this syllabus?
• Do you expect to be challenged and supported by the professor?
• Do you think the professor is excited to teach this course?
• Do you think the professor believes in you?
• Would you be likely to take courses offered by this professor?

Perception of the Course
• Would you be likely to register for this course?
• What did you like the most about the syllabus?
• What suggestions do you have to make the syllabus better?

Essential Components

Course Information
• Course name and number
• Course description
• Purpose and value of the course
• Course learning outcomes and connection to program learning outcomes
• Learning objectives for modules, units, or classes
• Overview of course content, including topics
• Location, times, days
• Textbooks and supplemental readings
• Calendar of activities
Instructor and Campus Support Information
- Professor name
- Office location and hours
- Contact information: phone, e-mail address
- Welcome statement and teaching philosophy
- Information on available campus resources
- Tips for success

Assignments and Grading Information
- Grading policy and scale and weighting of assignments toward final grade
- Assignments and descriptions
- Rationale for assignments and link back to course learning outcomes
- Grading details and rubrics
- Course outline with due dates

Policy Information
- Late and missed work policy
- Attendance policy
- Academic conduct policy, including academic integrity policy
- Disability policy

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**Designing a Motivational Syllabus**
*Creating a Learning Path for Student Engagement*
Christine Harrington and Melissa Thomas

This book demonstrates how you can construct your syllabus to be a motivating resource that conveys a clear sense of your course’s learning goals, how students can achieve those goals, and establishes your teaching philosophy.

**Coming May 2018** Paperback, $24.95 | eBook, $19.99
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