**Syllabus Checklist**

This syllabus checklist is a guide to help you provide the information students need to be successful in your class.

**ITEMS REQUIRED BY HANDBOOK LANGUAGE 310.1.2**

* University contact Information of faculty
* Office hours - These should be posted by your office
* Required text and material and how they will be used in the class
* Explanation of course grade determination
* Explanation regarding assignments that will take longer than two weeks for grading.
* Syllabi must be available to students at all times. This can be accomplished by uploading the syllabus in your Blackboard Course site which is created for all courses.

**ELEMENTS OF A GOOD SYLLABI**

* Course description and outcomes
* Attendance, lateness, and/or participation policy.
* Accomodation of disabilities
* Technology policy
* Laptop policy
* Phone policy
* Academic integrity policy.
* Non-discrimination policy

**IMPORTANT DATES TO REMEMBER**

* Final exam schedule
* Three week attendance reporting September
* Fall Break
* Study Week - Per University handbook policy 310.1.4.3, “No examinations of any kind, including substantial quizzes, shall be given during study week preceding final examination week.”
* Finals Week
* Commencement
* Drop dates