Use the checklist below to navigate your course syllabus!

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| --- | --- | --- | --- |
| **Does this syllabus…** | **Yes/No** | **If not, what should you do?** | **If yes, what do you need to do/write down?** |
| Let you know what this course is about? |  |  |  |
| Include learning outcomes? |  |  |  |
| Let you know the topics covered in the course? |  |  |  |
| Indicate what you will do and learn? |  |  |  |
| Include lecture and section time(s) and locations(s) (if in-person or hybrid)? |  |  |  |
| Indicate what the required text(s) is/are? |  |  |  |
| Let you know the names and contact information of the professor/teaching team? |  |  |  |
| Indicate when office hours are (and how to access them)? |  |  |  |
| Help you understand how to communicate with the instructor outside of class? |  |  |  |
| Let you know if there is a course website or Canvas page? |  |  |  |
| Let you know how you will be able to see grades on assignments and prelims? |  |  |  |
| Inform you about how your final grade will be calculated? (Including if scores are dropped?) |  |  |  |
| Indicate the number-letter grade equivalents (eg >=90% = A; >=500 pts = A) used in grading the class? |  |  |  |
| Inform you of if/how you can submit late work? |  |  |  |
| Inform you of the exam schedule? |  |  |  |
| Indicate what to do if you have a conflict with an exam? (and how to take a make-up exam?) |  |  |  |
| Indicate what the format of the exam is (in-person, online, open book, closed book, etc)? |  |  |  |
| Indicate what will be covered on the exam(s)? |  |  |  |
| Let you know if there are practice exams and when and where you can access them? |  |  |  |
| Provide clear instructions about how to follow specific rules/protocols for taking the exams? |  |  |  |
| Indicate what the expectations are for academic integrity? |  |  |  |
| Let you know if there are any course-specific expectations or policies regarding collaboration and/or outside help? |  |  |  |
| Let you know how to deal with unexpected situations like: \* family emergencies? \* a broken arm that prevents you from taking notes? |  |  |  |
| Let you know what to do if there is a campus-wide emergency? |  |  |  |
| Indicate what the attendance policy is? (And what to do if you need to miss class?) |  |  |  |
| Indicate what the major assignments are, when they are due, and how you will turn them in? |  |  |  |
| Identify places you can go to get help or support? |  |  |  |
| Identify optional course components? |  |  |  |
| Identify software that is needed? |  |  |  |
|  |  |  |  |
| **If your course is online:** |  |  |  |
| Outline how you will access the first day of class? (eg a Zoom link) |  |  |  |
| Describe how you will engage/ask questions in class? |  |  |  |
| Outline what to do if you have technical (internet/computer) issues? |  |  |  |
|  |  |  |  |
| **If your course is in-person (including in-person portions of hybrid):** |  |  |  |
| Indicate relevant safety protocols (including entry and exit paths for the classroom, the need to wear a mask, assigned seats, etc)? |  |  |  |
| Let you know what to do if you need to be quarantined and can’t attend class? |  |  |  |
| Let you know what will happen if the course instructor gets sick or needs to be quarantined? |  |  |  |
| Indicate what you should bring to class with you every day? (eg computer) |  |  |  |
|  |  |  |  |
| **If your course is a hybrid course:** |  |  |  |
| Indicate clearly what days you will be in-person and what days you will be online? |  |  |  |
| Provide a Zoom link for online days? |  |  |  |

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