GRADUATE LEVEL SYLLABUS TEMPLATE CHECK LIST/NOTES

This checklist should be used to make sure all required information is included on the syllabus.

If Cross-listed with an Undergraduate Course:

_____ Undergraduate syllabus submitted
_____ Cover note included that summarizes the additional work for the graduate section

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_____ Course Number and Course Title
_____ Instructor Name
_____ Office Hours
_____ Class Meeting Time
_____ Class Location
_____ Course Description
_____ Learning Objectives (Reflects Bloom’s Higher Level Learning Goals):
_____ Principles of Graduate and Professional Learning

_____ Course Requirements

_____ Each Assignment Briefly Described
_____ Includes assessment scoring for each assignment, including attendance if part of final grad

_____ Texts/Readings

_____ Course Policies (for example):

_____ Grading Scale Used
_____ P/F, W, I Grades
_____ Attendance
_____ Make-up Exams
_____ Late Assignments

_____ University Policies

_____ Academic Integrity

_____ Resources for Students

_____ Student Advocate
_____ Adaptive Educational Services
_____ Counseling & Psychological Services

_____ Schedule of Assignments

_____ Week by Week Schedule
_____ Lists Weekly Readings/Topics
_____ List Weekly assignments due as appropriate