# 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

Required information to include on syllabus:

* 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