# 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