UHD Syllabus Checklist

Based on UHD PS 3.A.29 Course Syllabi

- All faculty must post an e-syllabus with content specified in section 3.1 of the policy by the start date of each term.
- The syllabus with the information below must be made available in the learning management system on or before the first day of the class with section numbers from the policy.
- Departments must collect syllabi for all courses by the end of the second week in each term, keep them on file for three years, and department must conduct periodic audits (timeline not specified in policy—suggest 1x/year).

Course Prefix/Number: _____ Term: _____ Course ID Number: _____ Faculty _____

3.2.2	Course Identification Information	Yes	No	Partial
	Official Course prefix, number, and name (MATH, College Algebra)			
	5-digit class section number			
	Semester and Year (Fall 2021)			
	Credit hours (3 semester credit hours for most courses)			
	Prerequisites and/or co-requisites			
	Meeting time for the course (unless asynchronous)			
	Classroom location if relevant (building and room number or online)			

3.2.3	Instructor Information	Yes	No	Partial
	Instructor's Full Name			
	Instructor's office room number			
	Instructor's office hours (must be specific options beyond "by appointment")			
	Instructor's office telephone number			
	Instructor's UHD email address			

3.2.4	Basic Content and Evaluation Criteria	Yes	No	Partial
	Course description as it appears in the UHD catalog			
	Course learning outcomes (as approved for all sections of the course; consult dept chair for more info)			
	Textbook(s) and other required materials			
	Grading policy that clearly states:			
	How students' performance in the course will be evaluated (e.g., grading scale)			
	Weight of all course activities/assignments (e.g. oral report counts 15%)			

3.2.5	Course Requirements	Yes	No	Partial
	Topics to be covered			
	(Tentative) schedule (of readings, assignments, exams, etc.)			
	Required Texts			
	Recommended Texts			
3.2.6	Any other supplemental materials/activities including course packets, external testing, online materials along with note if additional cost is required			

3.2.7	University policies and procedures	Yes	No	Partial
	Link to or content of shared UHD statements provided by the Office of the Provost, available on the UHD Syllabus Resources website: Responses to University-Wide Disruptions, COVID-19 Exposure or Diagnosis, Safety Precautions, Student Support Services, Student Counseling Services, Accessibility and Statement of Reasonable Accommodations, Technology Requirements, Testing and Final Exams, Use of Blackboard, Gatormail, and Zoom, Recording of Class Sessions, Academic Honesty, Books			
	Any *course-specific* information about potential penalties for Academic Honesty Violations			

3.2.8	Course Policies – "Each syllabus will state any additional policies that might have a significant impact on a student's performance, such as:"	Yes	No	Partial
	Attendance			
	Tardiness			
	Acceptance of late work			
	Make-up exams			
	Safety rules for labs			