

Checklist for a High-Quality Syllabus

General Course Information

- Course number and title
- Semester and year of offering
- Class meeting days, time, and location

Instructor Information

- Instructor's name and preferred title
- Teaching Assistant and/or Learning Assistant information (if applicable)
- Contact information and preferred method of contact
 - Instructor response time
- Office location
- Office hours/Student hours
 - Inviting office hours statement

Course Description (purpose and structure)

- Undergraduate or Graduate course catalog description
- Prerequisites and a description of programmatic alignment
- Course learning outcomes (clear, measurable, student-centered, and suited to the level of the course)
 - [Bloom's Alignment Table](#)
- Method of delivery (Hybrid, Remote, Online)

Instructional and Technology Information

- Required textbooks, readings, and/or materials
 - Differentiate between required and optional materials
 - Research and writings from authors of diverse backgrounds and offering multiple perspectives
- Required technologies, software, and/or programs
 - Minimal student technical requirements/skills
 - Provide technical support information for required technologies and software

Course Assignment and Assessments

- Assignments, projects, quizzes, and/or exams with brief descriptions of expectations and points assigned to each activity
 - Provides students with multiple opportunities to track their learning progress with timely feedback (including self-assessments)
 - Variety of in- and out-of-class learning activities that allow students to learn in different ways and through various modalities
 - Alignment to course learning outcomes and objectives
 - Assignments offer multiple options, flexibility, choice, various ways of developing and demonstrating knowledge
 - Scaffolding of extensive assignments with options for review, feedback, revision

- Learning objectives and assignments/assessments are well aligned
- Grading scheme
 - Fair and clear assessment criteria: rubrics, templates, checklists, rationales for grading, etc.

Course Policies and Procedures

- Attendance and/or engagement policy
- Expectations for learning
- Academic Honesty Policy ([Code of Academic Conduct](#))
- Pronoun policy
- Expectations for inclusive classroom behavior and communication
 - Netiquette statement
- Late work/make-up policy
- Copyright/fair use statement

Student Support Resources (links, location, and/or contact information)

- Accessibility Services <https://www.bgsu.edu/accessibility-services/students.html>
- Counseling Services <https://www.bgsu.edu/counseling-center.html>
- Learning Commons <https://www.bgsu.edu/learning-commons.html>
- Library Resources: <https://www.bgsu.edu/library.html>
- Technology Support: <https://www.bgsu.edu/its/contact.html/>

Course Outline and Schedule

- Topics and timeline
- Reading assignments
- Due dates for assignments
- Test and exam dates
- Final exam date/time included (from university schedule)

Additional Resources for High-Quality Syllabi and Course Design

- [Quality Matters Higher Education Rubric](#)
QM Higher Education Rubric, Sixth Edition (2018). Quality Matters. Used under license. All rights reserved. Retrieved from [MyQM](#).