

# Inclusive Syllabus Checklist

## **Basic Information**

- ☐ course title/number/section, time (days and times) and location of class
- ☐ semester and year course
- ☐ your name and office number, office location, email, phone number (if you choose to include it)
- ☐ your instructional/teaching assistants' names, office location, email, phone number (if you choose to include)
- ☐ your office hours and your instructional/teaching assistants
- ☐ your instructional/teaching assistants' office hours
- ☐ Web site address or group email address

## **Course Description**

- ☐ Course Objectives: Upon successful completion of this course, students should be able to:
- ☐ Prerequisites
- ☐ Essential Learning Outcomes: Upon successful completion of your coursework at Utah Valley University you should have acquired confidence and proficiency in the following areas:

## **Course or Section Texts/Materials**

- ☐ required or recommended (title(s), author(s), edition(s))
- ☐ where texts can be purchased
- ☐ course pack information
- ☐ other necessary equipment or materials (e.g., graphing calculator)

## **How This Course Works**

- ☐ How to be successful in this course, how many study
- ☐ Course Schedule/Weekly Calendar
- ☐ dates of all assignments and exams
- ☐ dates when readings are due
- ☐ holidays and special events (e.g., field trips, guest lectures)
- ☐ Drop/add dates

## **Assessment**

- ☐ description of assignments, discussions, quizzes, mid-term exams, final exams, presentations, etc.
- ☐ description of the goal of the assessment
- ☐ explicit assignment submission procedures
- ☐ explicit grading procedures
- ☐ grading scale: this scale represents your percentage of total points
- ☐ late/missing work

## **Course Policies**

- ☐ attendance/tardiness
- ☐ class participation
- ☐ Academic Integrity and Misconduct
- ☐ inclusion statement

disability statement

## Resources

[Student Success website](#)

[Writing Center](#)

[Learning Strategies Lab](#)

[Academic Tutoring](#)

[Canvas support](#)

[Student Health Services](#)

[Financial Aid and Scholarships](#)

## Crisis

Utah County Crisis Line: 801-691-LIFE (5433)

Crisis Line of Utah County: 801-226-4433

Suicide Prevention Lifeline: 1-800-273-TALK (8255)

Wasatch Mental Health Crisis Line: 801-373-7393