

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