

WSU Syllabus Components Checklist

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Compiled by the Vice Provost for Undergraduate Education, The Graduate School, and the Office of Assessment of Teaching and Learning, with input from the Liaison Council for Undergraduate Education, the Catalog Subcommittee, and the Academic Integrity Task Force. Checklist adapted from WSU Vancouver, 2013, and updated annually since 2014.

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Additional material on learning outcomes and assessment may be found on the course syllabus website (vpue.wsu.edu/policies) under “Course Planning Resources.”

Required Components

WSU Syllabus Components Checklist

A. Syllabus Checklist—Required Components

All instructors are required to distribute a syllabus to enrolled students during the first week of class that includes the components listed below.

✓	Course Information: See Catalog For Information (http://www.catalog.wsu.edu/General/Info)	Notes
	Prefix and number	
	Title of course	
	Number of credits	
	UCORE category (if applicable)	
	Prerequisites	
	Current semester & year	

✓	Meeting Schedule	Notes
	Days/Times	
	Building(s)/room(s) (if known) and/or online space	

✓	Instructor Information	Notes
	Name	
	Office location	
	Office hours	
	Contact information: phone, e-mail	

✓	TA, Lab Instructor Information (if appropriate)	Notes
	Name	
	Office location	
	Office hours	

✓	Global Campus Online Instructor interaction policy (if appropriate)	Notes
	Add an instructor interaction statement that clearly describes how regular and substantive communications between you and your students will occur. Refer to vpue.wsu.edu/policies/instructor-interaction-statement-examples.pdf for guidelines on how to prepare this statement.	

✓	Required and/or Recommended Textbooks And Course Materials ----- Required Fees	Notes
	How/where to obtain required materials (Bookie, Amazon, OpenStax, etc.)? Include ISBN and which edition(s) are appropriate to obtain/purchase (whether specific editions are required). For textbook alternatives, see: libguides.libraries.wsu.edu/affordablelearning Additional materials/fees: Note whether course fees, lab or studio fees, field trip fees, or any other special fees are required.	

Required Components

✓	Student Learning Outcomes and Assessment	Notes
	<p>Course-level student learning outcomes and means of assessment are required in every syllabus. The link between learning outcomes and methods used to assess them should be clearly stated.</p> <p>See pages 6-9 of this checklist for description and suggestions.</p> <p>UCORE courses should include the target UCORE learning goals.</p> <p>Vancouver courses should include student learning outcomes for the course and show how they align with UCORE goals or degree SLOs.</p>	
	Clearly identify how coursework contributes to student learning outcomes (including in-class, online, and out-of-class components)	

✓	Expectations for Student Effort/Global Campus Credit Hour Equivalent Statement	Notes
	<p>Provide clear guidance for how much time and effort students should expect to invest in the course.</p> <p>Academic credit is a measure of the total minimum time commitment required of a typical student in a specific course. For the WSU semester system, one semester credit is assigned for a minimum of 45 hours of student effort. See Academic Regulation 27.</p> <p>Graduate courses should include this statement: “For each hour of lecture equivalent, students should expect to have a minimum of two hours of work outside class.”</p> <p>Online courses: Please include this statement: “Students should expect to spend a minimum of 9 hours per week for each online 3-credit course, engaged in the following types of activities: reading, listening to/viewing media, discussion or conversation in the LMS or other academic technology, conducting research, completing assignments and reviewing instructor feedback, studying for and completing assessments, etc.”</p>	<p>For sample breakdowns of student effort, follow this link: vpue.wsu.edu/policies/example-student-effort-breakdown.pdf</p>

✓	Week-To-Week Course Outline	Notes
	<p>Provide a week-to-week schedule of lesson topics, homework and assignments.</p> <p>Include dates of additional activities (e.g., field trips, competitions, or other commitments).</p> <p>See Academic Calendar in the WSU Catalog: catalog.wsu.edu.</p>	<p>In online spaces this can be a separate document clearly linked to the remainder of the syllabus materials.</p>

✓	Description of Required Assignments	Notes
	Describe all types of assignments used for course.	

Required Components

✓	Grading Policy	Notes
	Specify relative weighting of required assignments.	
	<p>Requirements to earn specific grades: Letter-grade equivalencies (such as, numerical scores for an A, B, C, D, or F) or other grading criteria to determine student progress and grades. Provide information about how grades will be rounded and avoid non-specified ranges. (E.g., if 89% is a B+ and 90% is an A–, what grade will 89.5% get?)</p> <p>See University Academic Regulation #90 as well as http://registrar.wsu.edu/grades-and-gpa/.</p>	The majority of a course grade should be comprised of substantive assessments of a student’s knowledge, skills, and abilities, and not be substantially based on mere attendance.
	Late assignments: what are the consequences?	

✓	Attendance Policy	Notes
	<p>Describe your attendance policy. How many absences are allowed before grades are impacted?</p> <p>Instructors need to find a balance between their grading and attendance policies such that penalties for excessive absences are clear, but that mere attendance is not overrepresented in the grading scheme.</p>	The majority of a course grade should be comprised of substantive assessments of a student’s knowledge, skills, and abilities, and not be substantially based on mere attendance.
	Make-Up Laboratories: be specific--do you allow or not?	
	Make-Up Exams: be specific--do you allow or not?	

①	NEW FOR 2018:	Notes
	<p>Faculty now have the choice of placing either the “long form” or “short form” statements of the following WSU policies on their syllabi. The long form statements are the current practice: i.e., including the full text of the complete policy statement on the syllabus. This form is recommended for clearer communication and better protection of faculty.</p> <p>– The short forms entail briefer policy statements, but their usage requires providing links to the full, long form statements kept the VPUE website online.</p> <p>Whether the long or short form policy statements are chosen, the Provost’s Office recommends that faculty go over these policies with their students during class time.</p>	Don’t forget: Use of short-form policy statements require inclusion of a link to the long-form statements kept on the VPUE website for this purpose.

Required Components

Include either the long or short form WSU policy statement about reasonable accommodations in your syllabus:

✓	WSU Reasonable Accommodation Statement (long form)	Notes
	<p>Students with Disabilities: Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in this class, please either visit or call your campus resource to schedule an appointment. All accommodations MUST be approved through the campus resource. For more information contact a Disability Specialist on your campus:</p> <p>[Select appropriate campus information:]</p> <p>Pullman or WSU Online: 509-335-3417, Washington Building 217, Access.Center@wsu.edu, accesscenter.wsu.edu</p> <p>Spokane: 509-358-7757, Academic Center 145F, tera.lessard@wsu.edu, spokane.wsu.edu/studentaffairs/access-resources</p> <p>Tri-Cities: 509-372-7352, Floyd 269C, gabriella.corona@wsu.edu, tricities.wsu.edu/current-students/disability</p> <p>Vancouver: 360-546-9138 http://studentaffairs.vancouver.wsu.edu/student-resource-center/disability-services</p> <p>Graduate-level courses: Faculty may also use the statement available on the GSC website: https://gradschool.wsu.edu/rights-and-responsibilities/</p>	

—OR—

✓	WSU Reasonable Accommodation Statement (short form)	Notes
	<p>Reasonable accommodations are available for students with a documented disability. All accommodations must be approved. For more information contact a disability specialist on your campus: vpue.wsu.edu/policies/statements/#reasonable-accommodation</p> <p>[It would be a courtesy to the students to provide the campus disability resource center information, which is listed in the link.]</p>	<p>This short statement must include the link to the VPUE website, which provides the full, long form policy statement.</p>

Required Components

Include either the long or short form WSU policy statement about academic integrity in your syllabus:

✓	WSU Academic Integrity Statement (long form)	
	<p>Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU’s Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(3) and -404) will receive <i>[insert academic sanction (e.g., fail the course, fail the assignment, etc.)]</i>, will not have the option to withdraw from the course pending an appeal, and will be reported to the Office of Student Conduct.</p> <p>Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of the definitions of cheating: http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010. If you have any questions about what is and is not allowed in this course, you should ask course instructors before proceeding.</p> <p>If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at conduct.wsu.edu.”</p>	<p>Please be sure to insert your specific consequences for violating academic integrity. (See italicized text contained in brackets.)</p> <p>See also: https://academicintegrity.wsu.edu/</p>

—OR—

✓	WSU Academic Integrity Statement (short form)	Notes
	<p>All members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Students are responsible for understanding the full Academic Integrity statement found online at ypue.wsu.edu/policies/statements/#academic-integrity. Students who violate WSU’s Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(3) and -404) will receive <i>[insert academic sanction (e.g., fail the course, fail the assignment, etc.)]</i>, will not have the option to withdraw from the course pending an appeal, and will be reported to the Office of Student Conduct. If you have any questions about what is and is not allowed in this course, you should ask course instructors.</p>	<p>Even if you use the short version, please be sure to insert your specific consequences for violating academic integrity, and also link to the full, long form version of the policy statement.</p> <p>See also: https://academicintegrity.wsu.edu/</p>

Required Components

Include either the long or short form WSU policy statement about safety and emergency notification in your syllabus:

✓	Safety and Emergency Notification (long form)	Notes
	<p>Classroom and campus safety are of paramount importance at Washington State University, and are the shared responsibility of the entire campus population. WSU urges students to follow the “Alert, Assess, Act,” protocol for all types of emergencies and the “Run, Hide, Fight” response for an active shooter incident. Remain ALERT (through direct observation or emergency notification), ASSESS your specific situation, and ACT in the most appropriate way to assure your own safety (and the safety of others if you are able).</p> <p>Please sign up for emergency alerts on your account at MyWSU. For more information on this subject, campus safety, and related topics, please view the FBI’s Run, Hide, Fight video and visit the classroom safety page provost.wsu.edu/classroom-safety.</p>	<p>This is university-wide information that can be extended with additional campus-specific details.</p>

—OR—

✓	Safety and Emergency Notification (short form)	Notes
	<p>Please sign up for emergency alerts on your account at MyWSU. For more information on classroom safety and related topics, please view the FBI’s Run, Hide, Fight video and visit the classroom safety page [https://provost.wsu.edu/classroom-safety/].</p> <p>For more information, please visit: vpue.wsu.edu/policies/statements/#safety-and-emergency-notification</p>	

Recommended Components

WSU Syllabus Components Checklist

B. Syllabus Checklist—Recommended Components

✓	Grading Policy – Incompletes	Notes
	Assigning Incompletes: University policy (Acad. Reg. #90) states that Incompletes may only be awarded if: "the student is unable to complete their work on time due to circumstances beyond their control".	
✓	Instructor-Specific Expectations	Notes
	Do you have policies about cell phones and text messaging in class, late papers, or late arrivals to class? What are your expectations regarding procedures relating to safety? Do you remind freshmen and sophomores to keep papers for Writing Portfolio submissions?	
✓	Instructional Methods	Notes
	Will you be using group work or peer review? Do you expect students to collaborate or work independently? Will your course be a combination of lecture and interactive discussion? Do you have hands-on projects and opportunities for critical inquiry? Spell out expectations of groups vs. individual work, evaluation of group work, permissible re-writes or revisions, allowable collaboration, and so on.	
✓	Blackboard Learn/Course Website	Notes
	It is recommend that you use the university's Learning Management System for providing course materials and communicating with your students, and not your personal webpage. See: https://learn.wsu.edu/webapps/login/ The LMS can provide a forum to continue or start a course if there is a weather-related or other disruption of campus activities.	
✓	Final Exams	Notes
	Final exams are scheduled the last week of the semester; the Registrar will send out an e-mail informing students of the day/time for your exam.	
✓	Important Dates and Deadlines	Notes
	Students are encouraged to refer to the academic calendar often to be aware of critical deadlines throughout the semester. The academic calendar can be found at http://registrar.wsu.edu/academic-calendar/ .	
✓	Severe Weather	Notes
	For severe weather alerts, see: http://alert.wsu.edu/ and https://oem.wsu.edu/emergency-procedures/severe-weather/ . In the event of severe weather affecting university operations, guidance will be issued through the alert system.	

Policies

C. Links to Selected Academic Policies related to Courses and Syllabi

1. **WSU syllabus recommendations and related policies:** vpue.wsu.edu/policies
 - a. **Long form statements** of syllabus-required policies: vpue.wsu.edu/policies/statements
2. **Academic Calendar:** registrar.wsu.edu/academic-calendar
3. **Grades:** registrar.wsu.edu/grades-and-gpa
4. **Educational Policies and Procedures Manual (EPPM)** regarding Course Syllabus:

The instructor(s) of each course shall make available to enrolled students a course syllabus which should (a) be presented during the first week of class, (b) contain expected student learning outcomes and (c) include information about the method(s) to be used for evaluation of student progress and determination of grades. The University, College or Academic Unit may, in published policies, specify additional information to be included in course syllabi.

facsen.wsu.edu/eppm/EPPM%202018.pdf (PDF page 52 / labeled page 46)
5. **Academic Regulations:** You may want to refer to the following University Academic Regulations when designing your syllabus (registrar.wsu.edu/academic-regulations).
- **Academic Regulation #50: Pass, fail grading options:**
catalog.wsu.edu/General/AcademicRegulations/ListBy/50
- **Academic Regulation #72: Class attendance and absences:** policies and procedures should be spelled out in the syllabus and adhered to.
catalog.wsu.edu/General/AcademicRegulations/ListBy/72
- **Academic Regulation #77: Three or more exams in one day:** If a student has three or more final exams scheduled in one day, any one of the instructors may make alternate arrangements as specified in the regulation. catalog.wsu.edu/General/AcademicRegulations/ListBy/77
- **Academic Regulation #78: Closed week:** No examinations or quizzes (other than laboratory examinations, make-up examinations, and make-up quizzes) may be given during the last week of instruction. Note that special arrangements may be necessary for paper-proctored exams at a distance.
- **Academic Regulation #79: No early examinations:** A student will not be granted special examinations for the purpose of leaving the institution before the close of the semester.
- **Academic Regulation # 90: Grades and grade points:**
catalog.wsu.edu/General/AcademicRegulations/ListBy/90
- **Academic Regulation #98: Correction of grade errors:**
catalog.wsu.edu/General/AcademicRegulations/ListBy/98
- **Academic Regulation #104: Academic complaint procedures:**
catalog.wsu.edu/General/AcademicRegulations/ListBy/104
6. **University Core Requirements (UCORE)**
 - **WSU catalog section:** registrar.wsu.edu/media/758786/WSUs-learning-goals-of-undergraduate-education.pdf
 - **UCORE Handbook:** ucore.wsu.edu/faculty/resources/handbook