

Cameron University Course Syllabus Checklist

☐ Course Information

- ☐ Title
- ☐ Prefix and Number
- ☐ CRN
- ☐ Semester/Term
- ☐ Meeting Day(s) and Time(s)
- ☐ Location and/or Format (online, hybrid, workshop)

☐ Instructor/Contact Information

- ☐ Name
- ☐ Office location
- ☐ Office hours
- ☐ Office telephone number
- ☐ Email address
- ☐ Course Blackboard address (if applicable)
- ☐ Website (if applicable)

☐ Course Description

- ☐ Include the **current** catalog description, complete with prerequisites and corequisites. [Current descriptions by term](https://banner05.cameron.edu/prod/bwckctlg.p_disp_dyn_ctlg) can be found at https://banner05.cameron.edu/prod/bwckctlg.p_disp_dyn_ctlg.

☐ Course and Program Learning Outcomes

- ☐ List major concepts, skills, attitudes, and knowledge students should achieve by the end of the course.
- ☐ Describe how these outcomes are tied to standards or other principles that influence the curriculum.
- ☐ List aligned program SLOs, if applicable. A current list can be found on the [Transparency](http://www.cameron.edu/transparency) webpage (<http://www.cameron.edu/transparency>) for a current list.

☐ Course Objectives

☐ Common Syllabus Statement and Aligned Gen Ed SLOs (include if course is Gen Ed)

- ☐ Common Syllabus Statement for Assessment of General Education Student Learning Outcomes (SLOs):

Cameron University assesses student learning at several levels: general education, program, and classroom. The goal of these assessment activities is to improve student learning. As a student in this general education course, you will participate in various assessment activities. Cameron University [General Education Student Learning Outcomes \(SLOs\)](http://www.cameron.edu/iraa/generaleducation) can be found at: <http://www.cameron.edu/iraa/generaleducation>.

While this class may reinforce multiple SLOs listed above, for purposes of general education assessment this course will assess *[insert specific gen ed slo or slo's here]*

- ☐ Capstone Syllabus Statement for Reinforced Gen Ed SLOs (include if course is a capstone course):
List the general education SLO(s) which are being reinforced in the capstone course. *[For example, if a student is required to do a paper or give a presentation in the capstone course, the Communication SLO would be included on the syllabi. If a student is required to do a project, the Critical Thinking SLO might be included on the syllabi.]*

☐ Textbook and Materials

- ☐ Required Texts (with ISBN numbers) and Materials

- ☐ Statement regarding previous editions of text
- ☐ Suggested readings (if applicable)
- ☐ Course packs (if applicable)
- ☐ Electronic reserves (if applicable)
- ☐ Blackboard materials (if applicable)
- ☐ **Student Responsibilities**
 - ☐ Participation (if applicable)
 - ☐ Homework (if applicable)
 - ☐ Online discussions (if applicable)
 - ☐ Projects (if applicable)
 - ☐ Group work (if applicable)
- ☐ **Required Course Assignments** (with point values listed)
 - ☐ Homework (if applicable)
 - ☐ Quizzes (if applicable)
 - ☐ Exams (if applicable)
 - ☐ Papers (if applicable)
 - ☐ Presentations (if applicable)
 - ☐ Other (if applicable)
- ☐ **Essential Course Policy Information**
 - ☐ Final exam date and time
 - ☐ Attendance/Lateness policy
 - ☐ Policy for late work
 - ☐ Policy for missed exams and quizzes
 - ☐ Policy for extra credit
 - ☐ Policy on cell phone usage
 - ☐ Policy on computer usage during class
 - ☐ Policy on recording lectures (audio or video)
 - ☐ Administrative withdrawal statement
 - ☐ Other course specific policy statements
- ☐ **Grading Policy/Scale**
- ☐ **Course Calendar (if applicable)**
 - ☐ Provide a detailed list of dates, topics, themes, assignments, and special dates (guest speaker, field trip),
 - ☐ Provide due dates for all exams, quizzes, papers, projects, assignments, labs, etc.
- ☐ **Syllabus Change Policy**

This syllabus should be viewed as a guide. While every attempt is made to provide an accurate overview of the course, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. Any changes to the syllabus are at the discretion of the instructor and will be made with advance notice.
- ☐ **Syllabus Supplement**
 - ☐ Attach the common syllabus supplement, available on the Calendar and Classroom Resources tab in AggieAccess or on the [Academic Affairs](http://www.cameron.edu/academic_affairs) webpage: http://www.cameron.edu/academic_affairs.