

Riley College of Education, Sport, and Human Sciences Syllabus Checklist

The following information is provided to serve faculty as they create syllabi and Department Chairs as they review. The format and order are at the discretion of the faculty member or program.

Files must be named using the format: EDCO101_001_25F_HamelE.pdf

	Required Element	Element	Notes or Example
	Y	Course designator, number, and title	e.g., EDUC 110, Teachers, Schools and Society
	Y	Section Number	
	Y	Credit Hours	
	Y	Semester and year	
		Day(s), time(s), and locations of meeting	May be included in schedule of topics
	Y	Instructor name	Consider including how you prefer to be addressed by student
	Y	Office location	
	Y	Office Telephone	
	Y	Winthrop email	
	Y	Office hours and location (if different from above)	If appropriate, include your policy on appointments.
		Course Description	Include the catalog description
		Expanded Description	The instructor may provide a more detailed description of the course, if desired.
		Prerequisite or Co-requisite courses	List required prerequisite and co-requisite courses.
	Y	Required and Optional Texts	List required and recommended texts.
		Course/Department specific policies	Maybe set by department, program, or instructor
	Y	Class Attendance Policy	Discuss the policies on class attendance and how students should report attendance problems. Class participation requirements can be addressed here.
	Y	Course Goals	List the major goals of the course
	Y	Assessment of Learning Outcomes and Standards	The Learning Outcomes are measurable activities (e.g., objectives) linked to the course goals. As appropriate, indicate associated standards from your professional organization that apply to each Learning Outcome. All initial preparation programs must reference the appropriate Unit Standards, while all programs should reference program SLOs when appropriate. Also, providing a direct correlation between assessments/activities (e.g., test, research paper) and outcome is recommended.
		Teaching Methods	The instructor may wish to describe teaching methods used in the course (e.g., lecture, cooperative learning, small group discussions, etc.).
		Reading list (required when applicable)	List required and recommended readings. Example formats include a bibliography or as references within a course schedule.

	Required Element	Element	Notes or Example
	Y	Assignments	Describe the major assignments in the class and requirements for those assignments.
	Y	Grading System	The instructor should provide details on criteria used for grading assignments and assignment of the course grade, including the plus/minus grading policy.
	Y	Artificial Intelligence Policy	
	Y	Accessibility Statement	<p>Winthrop University is committed to providing accessible learning experiences and equal access to education for all students. The syllabus is available in alternate formats upon request.</p> <p>If you are a student with a disability (including mental health concerns, chronic or temporary medical conditions, learning disabilities, etc.) and you anticipate or experience academic barriers due to the condition, please contact the Office of Accessibility (OA) via phone at 803/323-3290 or via e-mail at accessibility@winthrop.edu for information on accommodations, registration, and procedures. After receiving approval for accommodations through OA, please make arrangements with me as soon as possible to discuss your accommodations so they may be implemented in a timely manner.</p>
	Y	Final Exam Date and Time	Can be included as part of a semester schedule.
	Y	Student Academic Conduct Code	<p>Responsibility for good conduct rests with students as adult individuals. All students will abide by the Winthrop University Student Conduct Code as described in the Winthrop University Student Handbook (which is available online at https://www.winthrop.edu/studentconduct/winthrop-university-student-handbook.aspx) Students are reminded that the conduct code applies to electronic means of communication.</p> <p><i>Faculty may want to address plagiarism directly such as: Plagiarism will not be tolerated. All assignments are to be the student's own writing with properly formatted (using APA) citations where ideas, concepts, or direct quotations from others are used.</i></p>
	Y	Syllabus Change Policy	<i>Suggested language:</i> This syllabus reflects expectations for the course; however, the instructor may find it necessary to make changes to the syllabus after the course begins. In such cases, students will be notified by e-mail and in class when appropriate.
		500 Level Course Requirements Create a Second document for graduate students	The syllabus for graduate students or undergraduates requesting graduate credit must indicate the specific course requirements for graduate students that address the advanced nature of the 500-level course.
	Y	Tentative Course Calendar	<i>Suggested information includes</i> course meeting dates, assignments, assessments, and topics.