University of La Verne
Syllabus Construction Checklist

A syllabus
• Is an unambiguous detailed plan – a management and communication tool – that may be modified when so stated
• Reflects department’s, program’s and University’s standards and expectations
• Projects instructor’s professionalism organization and credibility
• Contributes to the overall teaching evaluation process for promotion, and tenure (and rehire for adjunct faculty)
• Establishes an agreement (“Contract”) that may be challenged in court

Elements of a syllabus
(Words in **Bold** may be used as headers in a syllabus)

1. **Identification:** Centered at the top of the first page of the syllabus; identifies the University, department/program, campus/site and term/semester

2. **Information about the course:** Includes department prefix, number, title, semester hours, pre-requisites, and identifies program relation – elective, required GE, etc.

3. **Information about instructor:** Name, degree, rank, office hours and/or contact information by phone, e-mail, etc.

4. **Course description:** Briefly describes the general **goals** of the course in a way that is a little more than what is in the catalog but is consistent with the original course outline (proposal) (may use bullet format), and identifies which of the following University Mission elements are salient in the course: Diversity and Intercultural Orientation, Values Orientation, Interdisciplinary Thinking, Service Orientation and Life Long Learning

5. **Objectives:** Identifies in bullets the specific learning outcomes in terms of knowledge, skills and competencies – may be narrative in form

6. **Nature of activities in the class:** Reflects and is consistent with objectives – such as specific types of writing, group projects, content of lectures, nature of presentations, computer-simulations and reflections about films, etc.

7. **Texts and readings:** Describes in a complete professional format (MLA, APA, etc.) required and optional readings and materials
8. **Weekly (or daily) plan:** Includes dates, topics, assignments, tests and exams – just giving chapter numbers is not adequate

9. **Evaluation and Grading:** Explicitly reflects objectives, clearly describes how grade is obtained, identifies points or weights given to each evaluation activity, and explains “Incomplete” or “In Progress” policy

10. **Plagiarism policy:** Refers to the ULV policy in the catalog, and establishes the policy involving potential consequences

11. **Attendance policy:** Describes instructor expectations related to grade, approved absences, and excessive absences

12. **Class Participation:** Describes instructor expectations related to what constitutes “participation” and how it affects grade

13. **Group Assignments:** If this is involved, describes instructor expectations, the nature of the tasks and how each individual’s contribution will be evaluated

14. **Make-up and late assignments:** Describes if late assignments are acceptable, whether make-ups are provided and how grades will be affected

15. **Writing assignments:** If this involved, describes nature and length of assignments, deadlines, submission of draft or portions for feedback, criteria and rubric to be used for evaluation (suggestions provided by Writing Excellence Committee – see web site), electronic or hard copy submissions

16. **Tests and exams:** Describes specific dates, nature (essay, multiple-choice), coverage of topics or material, evaluation points associated with the test, make-up policy consequences if any

8/1/2002-Academic Assessment Committee
Corrected 9/30/03