

Course Syllabus Checklist

- ☐ 1. Course Information
 - a. Course number and title
 - b. Section number
 - c. Semester/Term
 - d. Course location
 - e. Course website or Blackboard site (if applicable)
- ☐ 2. Instructor/TA Contact Information
 - a. Name and title
 - b. Office location
 - c. Methods of communication
 - d. Office hours
 - e. TA name, office location, email address, and office hours (if applicable)
- ☐ 3. Course Description
- ☐ 4. Student Learning Outcomes
- ☐ 5. Student Assessment
 - a. Assessment types (quizzes, exams, journals, papers, presentations, etc.)
 - b. Weighting of assessments
 - c. Grading scale to be used
- ☐ 6. Course Resources
 - a. Required reading assignments
 - b. Suggested readings (if applicable)
 - c. Course packs (if applicable)
 - d. Electronic reserves (if applicable)
- ☐ 7. Course Policies (e.g., attendance, classroom behavior, make-up work, extra credit)
- ☐ 8. Americans with Disabilities Statement (available at:
niu.edu/disability/accessibility_statement/index.shtml)
- ☐ 9. Academic Integrity Statement (available at:
catalog.niu.edu/content.php?catoid=20&navoid=605#othe_acad_poli)
- ☐ 10. Proposed Course Schedule

Special Conditions

- ☐ If teaching a 300-level course with an honors mini-section (3xxH), a separate syllabus was prepared for the honors mini-section in accordance with the guidelines available at:
www.honors.niu.edu/honors/_docs/faculty/GuidelinesMini-Sections.pdf.
- ☐ If teaching linked 400/500-level courses, separate syllabi, with separate requirements, were prepared for the two sections, as per: www.niu.edu/provost/policies/appm/III13.shtml.

Exemptions: For nontraditional courses (independent studies and theses), the syllabus may be replaced by a learning contract (available at: www.niu.edu/phil/audience/facstaff.shtml).