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)


☐ 9. Academic Integrity Statement (available at: catalog.niu.edu/content.php?catoid=20&navoid=605#ote_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).