

SYLLABUS CHECKLIST

FEATURES	GUIDELINES/ EXPECTATIONS
Required Information Specific to the Course	
☐ Instructor Contact Information	Instructor name, Telephone, E-mail Address, Office location, Office hours
☐ Course Information & Description	Course description from the catalog and/or departmental description (including course prerequisites and GE Category), Class days/time or specify online/hybrid, Classroom or specify online
☐ Course Goals and Student Learning Objectives	State the course goals and learning objectives. <i>Best practice: Ensure learning objectives are student-focused, measurable, and attainable</i>
☐ Complete Class Schedule	List specific course topics for each week, their scope and coverage, as well as due dates for all assignments, projects, labs, and exams. You must include the date and time of the final exam. <i>Best practice: Explain the learning sequence for each unit. Each sequence should include an overview and learning objectives.</i>
☐ Required Texts/Readings	<p>Texts <i>Information: Title, Author, Edition, ISBN</i> <i>Access: Specify where students can purchase the textbook or a link to where it can be accessed</i></p> <hr/> <p>Readings <i>Information: Title, Author, Publication, Year</i> <i>Access: Specify a link to where the reading can be accessed</i></p>
☐ Other equipment/material requirements	Specify details of any specific software or hardware students need including links for purchasing (if applicable)
☐ Classroom & Discussion Protocol	Set clear expectations for classroom protocol including participation, attendance, and mobile device use. If you are using Discussions frequently or to track participation, include a statement indicating requirements for frequency, deadlines, and content.
☐ Assignments, Assessments, and Grading Policy	Itemize the course assignments with brief descriptions, alignment with LO, due dates and grading (determination of grade with weights). Include statement late assignments, missed work, or if there is extra credit.
☐ Dropping and Adding	Students are responsible for understanding the policies and procedures about add/drop, withdrawals, academic renewal, etc. Make them aware of deadlines through the University Registrar: https://www.calstatela.edu/registrar/get
☐ University Policies & Statements	<p>Required Statements:</p> <ul style="list-style-type: none"> • ADA: "Reasonable accommodation will be provided to any student who is registered with the Office of Students with Disabilities and requests needed accommodation." • Include an Academic Honesty statement with reference to the University Academic Honesty policy <p>Include links to the following:</p> <ul style="list-style-type: none"> • Catalog Information and Basic University Policies: http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2591 • Procedures and Regulations: http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2596 • Academic Honesty: http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2524 • Student Conduct: http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2525 • Office for Students with Disabilities Policies and Procedures: http://www.calstatela.edu/osd/policies-and-procedures
☐ Printer-friendly course schedule	Include due dates for all assignments, identify the assignments that are completed online or in class, topics, and readings.
☐ Course caveats	This syllabus may be subject to change.

For our Campus policy on syllabi, please see the [Cal State LA Faculty Handbook, Chapter 5, Instructional Policies](#).

Quality Matter Standards- Additional Headings to include in Online/Hybrid Courses Syllabus

<input type="checkbox"/> Course Structure	Statement introducing students to the course structure online/hybrid. Define what online/hybrid courses are. Explain the Learning Management System usage Canvas and how to access it.
<input type="checkbox"/> Technology Requirements	Include a statement about the use of an LMS (Canvas) and the frequency in which they will need to be logging in and working on the online/hybrid course, depending on if the course is hybrid or fully online. Sample Technology Statement: "You will need to have an up-to-date browser, operating system and some additional software* on your computer to take this class. Some of the documents in this course will be available to you in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to http://get.adobe.com/reader/ ." <i>*as applicable to your course</i>
<input type="checkbox"/> Student Support Services	Include any information with links that facilitates student access to institutional support services. For example technical support, accessibility support (OSD), academic services, and student services. CETL has created a Help & Support module that we recommend you include in your Canvas course. It has information for the following: <ul style="list-style-type: none"> • Canvas Help & Technical Support Resources • Academic Support & Student Services • Accessibility & Privacy and Data Security Resources It is recommended that you include the following links on your syllabus in addition to the Help & Support module: <ul style="list-style-type: none"> Technical Support Resources IT Resources for Students Student Support Resources Academic Support Resource Canvas Student Guide
<input type="checkbox"/> Course Communication	Communicating with instructor <ul style="list-style-type: none"> • best method of communication(ex: e-mail, Canvas Chat) • Canvas Announcements • Turnaround: what is your policy of checking messages. Indicate the day(s)/time(s) during the week and your response time (ex: 24 or 48 hours). Course Related Questions: Discussion post for Muddiest Point/FAQs Virtual office hours: Zoom (http://www.calstatela.edu/cetl/edtech/zoom-0) Netiquette: see below on what to include in this statement.

Other Statements to Include

<input type="checkbox"/> Turnitin® Statement	You must include a statement to let students know that they will be using Turnitin® to submit their work. A sample statement as well as other helpful recommendations can be found here: http://www.calstatela.edu/cetl/edtech/turnitin-recommendations-faculty
<input type="checkbox"/> Netiquette	Include statements for students about you expectations for communication online via discussion board, e-mail, online chat or other methods. Email Etiquette for Students: https://owl.purdue.edu/owl/general_writing/academic_writing/email_etiquette_for_students.html Netiquette for Online Discussion Boards: http://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/ Create your Netiquette statement and place it in the instructions for any discussion or assignment where students are communications with one another.