

COMMITTEE ON COURSES

Sample Syllabus Checklist

The following is the list of items required in course syllabi found in the [Committee on Courses General Rules and Policies Governing Courses of Instruction](#).

Course number and title

Instructional modality (in-person, online) and teaching format (synchronous, asynchronous), when relevant – The sample syllabus must be clear about which course contact activities will take place on campus, and which (if any) will take place online (I.6.d.iv).

Faculty contact information -- Brief indication of how students will contact faculty and any graduate instructors (email, Slack, etc.), as well as number office hours per week, frequency, and location (Zoom/in-person).

Note: You may not have precise information about office hours scheduling and/or TA assignments when you submit a sample syllabus for review. In that case please include a “TBD” space that you will update at a future time.

Course description

Description of course activities – Documentation of all activities to earn the required units, accounting for contact and semi-contact activities which occur under faculty supervision (such as lecture, discussion, and lab) as well as non-contact individual work (such as extra reading). Instructors are encouraged to review the breakdown of credit hours per week expected for each type of activity (III.7).

Ensure that the sample syllabus matches the activities proposed in the CRS catalogue description.

Describe how each activity is structured and what it entails. If the course has a secondary activity such as a discussion section, the syllabus should describe how it will be organized and what kinds of work students can expect to do in it (I.6.d.iii). Syllabi should likewise outline the expectations for student work in non-contact activities such as term papers and individual study.

Show how students’ accomplishment in each activity will be counted toward their evaluation.

Note: The work outlined in the sample syllabus must support the unit value of the course (I.6.d.ii). The syllabus should therefore make clear how students earn credit through course activities, including showing how student work in each course element will be assessed.

□ List of course requirements – assignments & grading breakdown – Clear explanation of how student work will be evaluated in the course. Documentation of weighted grading criteria for each activity (I.6.d.i).

- Assignment Descriptions
- Relative weight of each requirement in calculating the final grade
- Rubric which adds up to 100%

Note: If the proposal is for a mezzanine course in which undergraduate and graduate students will participate in the same primary instructional activities, the syllabus must clearly show that suitably separate assessments and standards of evaluation will be applied for graduate and undergraduate work (IV.8.b).

□ List of topics and readings by week (I.6.d.i) – The schedule should be for a ten-week course regardless of instructional modality or term offered. If a course has a lab or discussion section, the topics, assignments and assigned readings for these additional activities should be included (in addition to the topics/readings covered in lecture).

- Assignment due dates
- Final exam information: format (online/in-person), place, time, etc.
- Course Material Fee (CMF) for proctoring, if relevant (I.6.f.iv).

Notes: All sample syllabi must have a ten-week schedule, even if proposed for a Summer Sessions five-week term. You may not know the exact date or time of the final exam when submitting a sample syllabus for review. Please provide a placeholder (TBD) where this information will be provided to students once it becomes available. If you intend to offer online exams, please clarify how those exams will be proctored, whether students will be required to download any software in advance, and whether proctoring will entail a CMF. Please remember that new CMFs and changes to existing CMFs must be arranged by departments before the course is opened for registration.

□ List of required texts and readings (I.6.d.i) – List may include books, journals, articles, etc. Required readings should be represented in the weekly schedule.

Additional Requirements for Online Course Syllabi:

□ Clear description of course delivery methods (I.6.d.iv) – Indication of how course content will be platformed and delivered to students (sync/async, Zoom, Yuja, etc.). Sample syllabi for

online courses must specify which activities will take place using online technologies, and which (if any) will take place in person, including examinations.

☐ **Documentation of instructional contact hours** (I.6.d.iv) – Demonstration of how students will interact substantively with formally appointed instructors during instructional activities (lecture, seminar, and discussion, e.g.), including when they will engage with TAs vs. the instructor of record, and whether contact is synchronous or asynchronous.

Note: It is especially important that sample syllabi for online course proposals make clear how and when students will interact regularly and substantively with the instructor of record during primary instructional contact hours (e.g. lecture, seminar). [Regular and Substantive Interaction \(RSI\) can include direct instruction, providing feedback on a student's work, responding to questions, and facilitating group discussion.](#) Office hours and examinations do not count as instructional contact hours.

Asynchronous videos can fulfill a portion of lecture activity provided they consist of more than students passively viewing taped or digitized lectures. In this case, interactive elements should be an integral part according to current best practices (e.g. segment breaks with questions, quizzes, opportunities for students to receive feedback, etc.) to earn lecture activity credit.

☐ **Documentation of software and technology requirements for the course including technical support** -- Include brief description of any required technologies or programs that students will need to have to participate in the course.

☐ **Inclusion of both in-person and online version of syllabi** -- all online course proposals must submit an in-person version of the syllabus as part of the submission packet

Recommendations for Course Syllabi:

The following list represents syllabus contents that students report as helpful but are not required for course approval in CRS.

☐ **Learning Objectives** – include description of what students can expect to know or achieve by the end of the course

☐ **Participation Requirements** – If participation is worth 20% or more of the final grade, include concrete information about the structure and expectations for this component and how it will be assessed.

☐ **Grading Scale** - Include grading scale documenting points needed for awarded grades.

☐ **Course Policies** – Include information about course policies on attendance, late work, make-ups, generative AI use, etc.

Note: We recommend that syllabi present a clear statement on whether the use of generative AI is permitted, including whether its use constitutes a violation of academic integrity in your course.

□ **University Policies and Campus Resources** – Include information about university policies (e.g., student [accommodations](#), [academic integrity](#), etc.) and other relevant resources.