Faculty of Human and Social Development
Checklist – Components of a Course Syllabus/Course Website

Please insure that links are up to date

University Academic Policy Components

☐ Academic Integrity
☐ Academic Accommodation and Access for Students with Disabilities
☐ Undergraduate Grading Scale
☐ Undergraduate Grade Review
☐ Graduate Grading
☐ Graduate Review of an Assigned Grade
☐ Graduate Studies Supervision Policy
☐ Academic Concessions
☐ Professional Conduct
☐ BC Freedom of Information and Protection of Privacy
☐ Online Technologies Course Outline Wording

School Specific Policies (as available – some schools have their own specific policy) Examples include:

☐ Late Assignment Submission
☐ Attendance/Participation
☐ Practicum (HSD)

Course Specific Components

☐ Course Calendar Description with any pre or co/requisites
☐ Course Overview & Objectives
☐ Required Texts/Readings
☐ Course Information (on-line, on-campus, room, week-by-week guide)
☐ Evaluation Methods with percentage of final grade identified for each component or assignment with corresponding due date
☐ Clear articulation of the requirement for each evaluative component (evaluation rubrics if available)
☐ Identification of which components/assignments are required to successfully pass the course
☐ In the case of Practicum, clear identification of hours required & completion date; evaluative process
☐ In the case of com/fail courses – what is the criteria for a “pass” or “fail”
☐ Consequences of late submission of evaluative components (e.g. expectations of contacting instructor and penalty for late submission)
☐ Expectations related to English usage and referencing system (e.g. APA)
☐ Instructor Specific Information (contact information, office hours, etc.)

Resources/Links (as appropriate)

☐ Indigenous Student Support Centre
☐ Centre for Accessible Learning (CAL) put in new link August 15/17
☐ Counselling Services

Checklist for HSD Course Syllabus – Approved at HSD Faculty Meeting March 16, 2017
Sexualized Violence Policy
Ombudsperson
Onlinehelp Desk
Computer Help Desk
Library
Equity and Human Rights
Profession related links