LTC Teaching Tips
Syllabus Checklist of Possible Inclusions
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Basic Course information
1. Course number and title.
2. Classroom location.
3. Days and hours of class meetings.
4. Web site information
5. Any required or recommended prerequisites.
6. For each staff member: office phone and home phone restrictions.

Information about course coverage and goals
7. Course description, possibly also including “popular” topics the course does not cover.
8. Your end-of-course student learning objectives (outcomes)—i.e. what students will be able to do by the end of the course.

Information on the readings
9. Required and recommended books and articles, with complete citations (author(s)/editor(s), title, date, edition, publisher, journal, etc.) as well as price and where available.
10. Existence of a “class pack” and where to purchase it.
11. Why you chose these readings, at least the required ones.

Other required course materials
12. What they are (supplies, special calculators, software, etc.).
13. Approximate costs.
14. When they will be needed.

Course requirements and grading
15. Graded course requirements:
   • how many of what types of assignments and their rationale.
   • number and types of quizzes and tests.
   • group component of individuals’ grades, including peer evaluation procedures.
   • class participation.
   • electronic communication.
16. Standards/rubric by which you will grade papers, problem solutions, other written work, electronic communication, and in-class participation.
17. Study and assignment aids to be distributed —study guides, review questions, directions for writing papers, lists of possible paper/project topics, etc.
18. Percentage of the grade (and/or number of points) that each component will count.
19. Course requirements aside from those you compute in the grades —For example: “I expect you to participate in and contribute to discussion.” “I will occasionally give unannounced, ungraded quizzes to monitor that you are comprehending the readings and lectures.” “In-class activities will include ungraded writing exercises and classroom assessment techniques.”
20. Any extra-credit options.
21. University support services available to help students through the course, along with their locations.

Course policies
22. Policies on missed and late exams and assignments, with rationale.
23. Policies on attendance, tardiness, class participation, and classroom decorum.
24. Policies on academic integrity, including in collaborate work.
25. (If applicable) Policies and procedures on lab safety and health.

Course organization and schedule
26. Overall course organization/”flow” and your rationale for it.
27. Class-by-class or weekly course schedule—preferably in a grid format or with an alternative graphic representation (e.g. a graphic organizer) attached—with as much of the following as possible:
   • substantive topics.
   • readings, papers, or other homework assignments due for each class.
   • in-class activities and formats (lecture, group meetings, class discussion, role playing, simulation, debate, student presentations, case studies, field trip, film, video, slide show, visiting speaker, review session, exam, announced quiz, etc.).
28. Possible legal caveat/disclaimer: For example: “The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances.”