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

Statement for Syllabus:
Students with diverse learning styles and needs are welcome in this course. In particular, students who encounter barriers in their academic work and have a documented need for academic accommodations are encouraged to contact CAL and to meet CAL’s registering deadlines. CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The sooner students let us know their needs the quicker we can assist them in achieving their learning goals in this course.

☐ Undergraduate Grading Scale
☐ Undergraduate Grade Review
☐ Graduate Grading
☐ Graduate Review of an Assigned Grade
☐ Graduate Studies Supervision Policy

☐ Academic Concessions:
Undergraduate: https://web.uvic.ca/calendar/undergrad/info/regulations/concessions.html
Graduate: https://www.uvic.ca/graduatestudies/admissions/concessions/index.php

☐ 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 indicate if participation is an essential component and consequences if student does not attend or participate in class, e.g. class discussions in online courses

☐ 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/essential 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)
☐ Counselling Services
☐ Sexualized Violence Policy
☐ Ombudsperson
☐ Online Help Desk
☐ Computer Help Desk
☐ Library
☐ Equity and Human Rights
☐ Technology Integrated Learning (online learning resources)
☐ Learning and Teaching Support and Innovation

Professional related links