

# Syllabus Checklist

Updated Summer 2020

\*Required

1. Name \*

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2. Date

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3. Course number \*

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## General Education Requirements

	Yes	No
Is this course listed as a General Education (GER) course?		

If this is a GER course, with which of the following is it associated:

Communication	
Arts	
Humanities	
Social Sciences	
Mathematics	
Natural Sciences	

Please check all applicable General Education Objectives and Learning Outcomes that apply to your course:

<p>Build knowledge of human institutions, sociocultural processes, and the physical and natural world through the study of natural and social sciences, technologies, mathematics, humanities, histories, languages, and the arts. Competence will be demonstrated for the foundational information in each subject area, its context and significance, and the methods used in advancing each.</p>	
<p>Develop intellectual and practical skills across the curriculum, including inquiry and analysis, critical and creative thinking, problem solving, written and oral communication, information literacy, technological competence, and collaborative learning. Proficiency will be demonstrated across the curriculum through critical analysis of proffered information, well-reasoned solutions to problems or inferences drawn from evidence, effective written and oral communication, and satisfactory outcomes of group projects.</p>	
<p>Acquire tools for effective civic engagement in local through global contexts, including ethical reasoning, intercultural competence, and knowledge of Alaska and Alaska issues. Facility will be demonstrated through analysis of issues including dimensions of ethics, human and cultural diversity, conflicts and interdependencies, globalization and sustainability.</p>	
<p>Integrate and apply learning, including synthesis and advance accomplishment across general and specialized studies, adapting them to new settings, questions and responsibilities, and forming a foundation for lifelong learning. Preparation will be demonstrated through production of a creative or scholarly product that requires broad knowledge, appropriate technical proficiency, information collection, synthesis, interpretation, presentation and reflection.</p>	

## ANT Degree Requirement

	Yes	No
Does this qualify as an <a href="#">ANT course</a> ?		

## Required components for UAF syllabi (in no particular order)

4. Please confirm that you have included each of the following requirements into your syllabus.

\* Tick all that apply.

	Yes	No	Uncertain
Course information: Title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits for more information go here <a href="https://www.uaf.edu/uafgov/faculty-senate/curriculum/Academic-Course-and-Degree-Procedures-Manual.pdf">https://www.uaf.edu/uafgov/faculty-senate/curriculum/Academic-Course-and-Degree-Procedures-Manual.pdf</a> ).			
Course type indicated: in person, online, online synchronous, field, lab, internship, etc.			
Instructor (and if applicable, Teaching Assistant) information: such as name, office location, office hours, telephone (if applicable), email address, etc.			
Course description: Inclusion of current catalog description is required in 50 words or less.			
Representative Course Readings/Materials: Course textbook title, author, edition/publisher. Supplementary readings (indicate whether required or recommended) and any supplies needed.			
Student Learning Outcomes: (assessment of which are crucial for accreditation) Measurable output that the student can expect to gain and demonstrate by completing the course requirements successfully. For more information on how to develop SLO's go to <a href="http://iteachu.uaf.edu/objectives/">iteachu.uaf.edu/objectives/</a> If a GER course: ensure that SLO's align with BOR policy.			
Instructional methods: Describe the teaching techniques (eg: lecture, case study, small group discussion, private or studio instruction, simulations, games, journal writing, labs, use of distant delivery, audio/video conferencing, etc.).			
Course calendar: A detailed week- by-week, at a minimum, schedule of class topics, readings, and major assignments and exams. You may refer to the outline as tentative or subject to changes to allow for modifications during the semester.			

<p>Course policies: Specify course rules, including your policies on expectations on progress in coursework, attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity; in particular those that would affect evaluation of student performance in the course.</p>			
<p>Evaluation: Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.).</p>			
<p>I will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities.</p>			
<p>Student protections statement: UAF embraces and grows a culture of respect, diversity, inclusion, and caring. Students at this university are protected against sexual harassment and discrimination (Title IX). Faculty members are designated as responsible employees which means they are required to report sexual misconduct. Graduate teaching assistants do not share the same reporting obligations. For more information on your rights as a student and the resources available to you to resolve problems, please go to the following site: <a href="https://catalog.uaf.edu/academics-regulations/students-rights-responsibilities/">https://catalog.uaf.edu/academics-regulations/students-rights-responsibilities/</a>.</p>			
<p>COVID-19 statement: Students should keep up-to-date on the university's policies, practices, and mandates related to COVID-19 by regularly checking this website: <a href="https://sites.google.com/alaska.edu/coronavirus/uaf/uaf-students?authuser=0">https://sites.google.com/alaska.edu/coronavirus/uaf/uaf-students?authuser=0</a> Further, students are expected to adhere to the university's policies, practices, and mandates and are subject to disciplinary actions if they do not comply.</p>			

**5. If you selected no or uncertain for any of the above, please leave an explanation.**

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**6. Insert the course's Student Learning Objectives here: \***

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**Recommended Components for UAF syllabi (in no particular order)**

**7. Please confirm which of the recommended components you have included into your syllabus.**

*\* Tick all that apply.*

	Yes	No	Uncertain
UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: <a href="https://alaska.edu/nondiscrimination">https://alaska.edu/nondiscrimination</a> .			
Your instructor follows the University of Alaska Fairbanks Incomplete Grade Policy: “The letter “I” (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student’s control, such as sickness, has not been able to complete the course during the regular semester. Negligence or indifference are not acceptable reasons for an “I” grade.”			
Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) PDF summary of grading policy for “C”			
Department/program In-depth Course description: Additional course description that includes overall instructor vision for the course (i.e., more thorough description of course above the 50 word catalog description).			
Course Goals: The overall ideas of the course, and the rationale for its respective components.			

Speaking Center (907-474-5470, <a href="mailto:speak@uaf.edu">speak@uaf.edu</a> , Gruening 507)			
Writing Center (907-474-5314, <a href="mailto:uaf-writing-center@alaska.edu">uaf-writing-center@alaska.edu</a> , Gruening 8th floor)			
UAF Math Services, <a href="mailto:uafmathstatlab@gmail.com">uafmathstatlab@gmail.com</a> , Chapman 305 (for math fee paying students only)			
Developmental Math Lab, Gruening 406			
The Debbie Moses Learning Center at CTC (907-455-2860, 604 Barnette St, Room 120)			
For more information and resources, please see the Academic Advising Resource List ( <a href="https://www.uaf.edu/advising/lr/SKM_364e19011717281.pdf">https://www.uaf.edu/advising/lr/SKM_364e19011717281.pdf</a> )			
Emergency notification plan: Students will receive emergency notifications via phone or email. Please check your UAOnline account to confirm your emergency notification settings. For more information, please refer to the <a href="#">Student Handbook</a> . In cases where you do not have access to your devices, as your instructor, I will take responsibility to relay any emergency notifications.			
<p>Extended absence policy: The university of Alaska Fairbanks recognizes that students may need to miss more classes than allowed by a particular instructor as specified in course policies.</p> <p>Extended absences are defined as missed classes or course work by students beyond what is permissible by the instructor’s written course policies. Students may need to miss class and/or course work for a variety of reasons, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Bereavement</li> <li>• Personal illness or injury</li> <li>• Serious illness of a friend, family member or loved one</li> <li>• Military obligations</li> <li>• Jury service</li> <li>• Other emergency or obligatory situations</li> </ul> <p>For more information, go to the Students Handbook or the Center for Students Rights and Responsibilities.</p>			
Describe the technical requirements for the course, especially if you are using technology beyond the basics of Blackboard. Access the internet, create PDFs, specific software, play video/audio, record video/audio, bandwidth, access to phone line, etc. Example “Students must have regular access a computer and the internet to access online materials in Blackboard. Students will be expected to download course material as well as upload assignments.” Be sure to include information about specific software that students may be using or information about any online tools that require a student account.			

**8. Enter any additional comments here.**

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**9. Have you included all required elements into your syllabus or provided rationale for not including them?**

YES / NO