

# Syllabus Checklist

updated Spring 2018

\*Required

**1. Name \***

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**2. Date**

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**3. Course number \***

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## 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="http://uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/">uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/</a> ).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course type indicated: in person, online, online synchronous, field, lab, internship, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor (and if applicable, Teaching Assistant) information: such as name, office location, office hours, telephone (if applicable), email address, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course description: Inclusion of current catalog description is required in 50 words or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Representative Course Readings/Materials: Course textbook title, author, edition/publisher. Supplementary readings (indicate whether required or recommended) and any supplies needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<p>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.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>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.).</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>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>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<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>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<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>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Student protections and services statement: Every qualified student is welcome in my classroom. As needed, I am happy to work with you, disability services, veterans' services, rural student services, etc to find reasonable accommodations. Students at this university are protected against sexual harassment and discrimination (Title IX), and minors have additional protections. As required, if I notice or am informed of certain types of misconduct, then I am required to report it to the appropriate authorities. For more information on your rights as a student and the resources available to you to resolve problems, please go the following site:  <a href="http://www.uaf.edu/handbook/">www.uaf.edu/handbook/</a> OR GRADUATE STUDENT VERSION: Student protections and services statement: Every qualified student is welcome in my classroom. As needed, I am happy to work with you, disability services, veterans' services, rural student services, etc to find reasonable accommodations. Students at this university are protected against sexual harassment and discrimination (Title IX), and minors have additional protections. For more information on your rights as a student and the resources available to you to resolve problems, please go the following site:  <a href="http://www.uaf.edu/handbook/">www.uaf.edu/handbook/</a></p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

## **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="http://alaska.edu/nondiscrimination">alaska.edu/nondiscrimination</a> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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.”	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course Goals: The overall ideas of the course, and the rationale for its respective components.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology requirements: Access the internet, create pdfs, specific software, play video/audio, record video/audio, bandwidth, access to phone line, etc...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective communication: Students who have difficulties with oral presentations and/or writing are strongly encouraged to get help from the UAF Department of Communication's Speaking Center (907-474-5470, speak@uaf.edu) and the UAF English's Department's Writing Center (907-474-5314, Gruening 8th floor), and/or CTC's Learning Center (604 Barnette st, 907-455-2860).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

YES      NO  
☐      ☐