**Syllabus Checklist**

**Course and Instructor Information:**

* Course code and name
* Semester/session and year
* Class meeting days and time
* Building name and classroom number where classes are held
* Professor’s name and title
* Office address
* Phone number(s) with restrictions
* E-mail address
* Office hours
* “Professor available by appointment” statement
* Help available from other sources including hours and contact information for the McKee Library Research and Writing Center,   
  eClass Help Desk, IT Computer Support, Class, Graduate, and/or Lab Assistants

**Course Description and Materials/Texts:**

* Course Description from Catalog
* Textbook(s), in bibliographic style you require for written work
* Supplemental reading and where available

**Biblical Foundation of Course Paragraph:**

* Connections made to the biblical foundation of the course that provides a perspective and focus for the course

**Course Concept Map/Learning Outcomes:**

* Course Concept Map\* or purpose and goals/essential understandings
* Learning Outcomes\* **or** Course Objectives-both must be stated in learner-centered, measurable, terms using active verbs from the revised Bloom’s Taxonomy. (Learning Outcomes must have a one-to-one correlation with the Knowledge components on the Course Concept Map.)

(\*NOTE: *Professors who have attended a Summer Institute, or were hired and attended New Faculty Orientation August of 2014 or later, are to do the starred \* option.)*

* When required, connections to discipline specific or accreditation criteria/outcomes/requirements

**Instructional Strategies/Methodology:**

* Methods of instruction (Includes explanation of how material will be taught—lecture, small group discussion, problem-based learning, group/individual presentation, etc.)
* Identifies technology usage/requirements, *including* the use of Turnitin and Student Response Systems (clickers)

**Course Policies:**

* Accommodations for disabilities statement
* Academic Honesty Statement
* Reference to, or explanation of, Southern’s Absence or Attendance Policy++(see below or University Catalog)
  + Penalties for absences
  + How to report an absence/illness
  + How to make-up late-work
* Other policies and/or reminders about lab safety, health concerns, disposal of toxic materials, etc., when appropriate.
* Disclaimer (The professor reserves the right to modify, supplement, and make changes to the course syllabus as needs arise. Students will be notified in writing and face-to-face, in class, if/when any change is made.)

**Feedback Plan:**

* Outlines the way teacher *receives* feedback *from* students
* Outlines the way teacher *gives* feedback *to* students AND include how students get additional feedback, if they desired
* Lists **timeframe** for returning graded papers with feedback AND electronically responding back to student questions (Students expect regular assignments graded and returned within 2 days and large projects/reports returned within 1 week.)

**Assessment Plan and Grading Policy:**

* Describes in detail the criteria for grading each assignment, including weighting of categories
* Grading scale
* Identifies how and when quizzes and tests are given
* Availability of extra credit work

**Assignment Detail:**

* Outlines details of all assignments for the course
* Provides rubrics for all projects/major assignments

**Course Calendar:**

* Includes a tentative schedule and topic outline for course by class periods
* Due dates for readings, papers, projects
* Quizzes, exams, *and* final exam dates
* Holidays
* **Last day to drop class with a “W”**

**Optional:**

* Acceptance of the terms of the syllabus: Include a statement that indicates that students accept the terms and conditions of the  
   Syllabus and agree to abide by the contents.

**++Absences (From the 2015-16 Undergraduate Catalog)**

**Class.** Attendance at class and laboratory appointments is expected. Professors prepare an **absence policy** for each class, which includes an explanation of penalties, if any, for absences, and the procedure for making up work, if such is allowed. It is the responsibility of professors to publish their policies for each class at the beginning of each semester, but it is the students’ responsibility to familiarize themselves with the practices of each professor from whom they are taking classes. Generally speaking, professors will not excuse absences for reasons other than illness, authorized school trips, or emergencies beyond the students’ control.

Students are not penalized if they incur absences while participating in school-authorized activities, but they are held responsible for work they miss. It is their responsibility to initiate arrangements to make up their assignments. One and one-half absences are given for missing a 75-minute class, two for missing a 100-minute class, etc.

Students who are on conditional standing are not eligible to participate in extra-curricular trips if the trip would require them to miss more than one day of classes per semester.

**++Attendance (From the 2015-16 Graduate Catalog)**

### Attendance

Students must comply with the **attendance policies** for courses in which they are enrolled.