



## CGS COURSE SYLLABUS CHECKLIST

*A syllabus is a contract between the instructor and the students that makes clear the expectations and requirements each party is supposed to fulfill.*

### Basic Course Information (Heading)

- Institution and department/school offering the course
- Subject, Catalog Number, and Title (e.g., GER 1502 *Indo-European Folktales*)
- Term and year offered
- Delivery method (face-to-face, hybrid, web)
- Location and time for class meetings (workshops for self-paced and hybrid)

### Faculty Contact Information

- Name
- Office location (if any)
- Phone number(s) (may include departmental telephone number)
- Email address(es)
- Office hours

### Course Details

- Course description (should include a broad overview of course topic, learning outcomes, and academic requirements fulfilled [general education, major, etc.], and/or prerequisites)
- Course materials (textbooks, videos, course reserves etc. and information on what is required and how to obtain/access the materials)
- Additional course materials/software/hardware and brief explanation how they will be used

### Course Structure

- Statement for using Blackboard as the Learning Management System (LMS) for the course (for online courses)
- Description of your Blackboard course organization (modules, weeks, or topics) (online courses)
- Methods of course delivery (e.g. PowerPoint lectures, instructional videos, online discussion, etc.)
- Course calendar and schedule (due dates for topics, readings, assignments, exams, or special activities)

### Course Requirements and Grading

- Course requirements and their percentage value
- Grade scale and standards (incl. Information on extra credit)
- Abbreviated description of the content and format of each requirement. Detailed information should be provided in a separate document (distributed in class and/or made accessible in Blackboard).
- Any additional information unique to your course (e.g., your role in online discussions; amount of time students will need to prepare for each assignment; for hybrid courses, the connections between online and in-person meetings, etc.)

### Policies and Expectations

- Late submission and missed assignments
- Class participation (for online courses: Blackboard presence and netiquette)
- Student to instructor communication expectations
- Email Communication Statement
- Class/workshop cancellations
- Your use of the Grade Center and a timeframe for providing students with feedback on each assignment
- Nonstandard grades
- Academic integrity
- Disability Services
- Classroom Recording
- Accessibility
- Copyright Notice
- Religious Observances
- Examination policy
- Turnitin/SafeAssign Statement

Refer to the [CGS Instructor's Handbook](#) available on the [CGS Faculty Resources page](#) for a list of policies and suggested syllabi statements. The syllabus checklist is on page 14. In the Handbook.