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Description automatically generatedCourse 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

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 (web / asynchronous, hybrid, on-campus)

Location and time for class meetings for in-person classes (workshops for hybrid classes)

# instructor information

Name

Office location (if any)

Phone numbers (may include dept. number)

Email address(es)

Office Hours

# course details

Course description (should include a broad overview of course topic, learning outcomes, and academic requirements fulfilled, as well as any prerequisites)

Course materials (textbooks, videos, course reserves etc. and information on what is required & how to obtain/access the materials)

Additional course materials/software/hardware and brief explanation how they will be used

# course structure

Using Canvas as the Learning Management System (LMS)

\*See the [Teaching Center's website](https://teaching.pitt.edu/resources/syllabus-checklist/) for suggested syllabi statements.

Description of your Canvas course organization (modules, weeks, or topics)

Methods of course delivery (e.g., lecture slides, videos, discussions, etc.)

In-person or virtual workshops in hybrid courses

Course calendar and schedule

# Course requirements aND grading

Course Assignments and percentage value

Grade scale & standards (incl. extra credit)

use of the Canvas Grade Book

Email and Communication Expectations

Class Participation and Attendance

Use of online discussions / Netiquette

Assignment Submission and Missed Deadlines

exams / use of the Testing Center (if applicable)

# policies and Statements

Academic Integrity (required)

Disability Services (required)

Classroom Recording

Copyright Notice

Accessibility

Equity, Diversity, and Inclusion

Nonstandard Grades (G Grades)

Religious Observances

Turnitin

Content Warning & Class Climate statement\*

Gender Inclusive Language statement\*