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

[ ]  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\*