

Syllabus Checklist

The syllabus is considered a contract for learning. By including the information below, the syllabus becomes a guide to be used throughout the course, not just the first day.

Note: Non-editable means you cannot change this information once a course has been approved. Faculty can request to make changes to this information if they have been designated the developer of the course; however, they need to request this through their division office.

* = Required Component – Western’s Master Syllabus Template includes these automatically

Section	Notes Editable Or Non-Editable	Responsibility
Syllabus List		
Section Information <ul style="list-style-type: none"> • Section Number • Start Date * • End Date * • Meeting Times * • Meeting Location * • Course Website • Additional Class Information 	Editable	Instructor
Instructor Information <ul style="list-style-type: none"> • Name * • Email * • Phone * • Mobile Phone • Office Location * • Instructor Office Hours * (even virtual) • Additional Instructor Information 	Editable	Instructor
Course Information		
Course Information * <ul style="list-style-type: none"> • Course Number • Course Title • Description • Credits 	Non-editable (automatically populate)	Completed at Course Level

<ul style="list-style-type: none"> • Pre/Co-Requisites 		
Textbooks * <ul style="list-style-type: none"> • Title • Author(s) • Copyright • Publisher • Edition (if applicable) • ISBN Number (add as custom field) 	Non-editable (automatically populate)	Completed at Course Level Division Office
Bibliography	Optional	
Learner Supplies * Hardware and Software Recommendations Other Learning Materials and Costs	Non-editable These are required by Higher Education by program and/or class	Completed at Course level
Grading Information <ul style="list-style-type: none"> • Course Grading Information • Instructor Grading Information 	Editible Rationale and scale including participation (f2f and/or online such as discussion boards, etc.)	Instructor
Edit Custom Fields	Optional	
Guidelines <ul style="list-style-type: none"> • Required College Syllabus Guidelines (RCSG) • Instructor Guidelines Examples: <ul style="list-style-type: none"> ○ Division Policies/Program Policies ○ Instructional Methods ○ Attendance and Tardiness ○ Make-up Work – late assignments, tests, labs, etc. ○ Student Handbook and Student Code of Conduct ○ Classroom Etiquette – f2f, labs, clinical, complaint procedures, etc. ○ Communication Devices 	RCSG - Non-editable	The Instructor selects the Required College Syllabus Guidelines when creating the syllabus. All other guidelines are the responsibility of the Instructor.

<ul style="list-style-type: none"> ○ Netiquette – email and surfing policies ○ Inclement weather ○ Requesting letters of reference – process and form 		
Outcomes		
<p>Related Outcomes</p> <ul style="list-style-type: none"> ● Core Abilities ● Program Outcomes 	Non-editable (automatically populate)	Completed at Program level
<p>Course Competencies *</p> <ul style="list-style-type: none"> ● Learning Objectives ** ● Performance Standards (Assessments and criteria) ** <p>** Not required in the syllabus, however the instructor is responsible for sharing this information with their students.</p>	Non-editable (automatically populate)	Completed at Program level
Schedule		
Associated LPs/PATs	Editable	Completed at Course level
Schedule	Editable	Instructor