

Syllabus Checklist

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

*** = Required Component**

Section in Syllabus	Editable or Non-Editable	Responsibility
Instructor Information <ul style="list-style-type: none"> • Instructor Name * • Email * • Phone * • Office Location * • Blackboard Information • Office Hours (even virtual) * • Beginning Date * • End Date * • Meeting Time(s) * • Location (s) * • Other personal information 	Editable	Instructor
Course Information * <ul style="list-style-type: none"> • Course Number • Course Title • Course Description • Course Credits • Pre/Co-Requisites 	Non-editable (automatically populate)	
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)	Division Office
Learner Supplies * <ul style="list-style-type: none"> • Hardware and software recommendations • Other learning materials and costs 	Non-editable These are required by Higher Education by program and/or class	
Associated Core Abilities	Non-editable (automatically populate)	
Associated Program Outcomes	Non-editable (automatically populate)	
Associated External Standards	Non-editable (automatically populate)	
Competencies *	Non-editable (automatically populate)	
Learning Objectives	Non-editable	Instructors are responsible for

Performance Standards	Non-editable	sharing this information with students
Associated Learning Plans and Performance Assessment Tasks	Editable	Instructor
Grading Rational * <ul style="list-style-type: none"> Rationale and scale including participation (f2f and/or online such as discussion boards, etc.) 	Editable	Instructor
Guidelines <ul style="list-style-type: none"> Western's Academic Dishonesty Statement (WIDS Library) * Western's Student Withdrawal Policy (WIDS Library) * Western's ADA Statement (WIDS Library) * Western's Tobacco-Free Policy (WIDS Library) * 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 Netiquette – email and surfing policies Inclement weather Requesting letters of reference – process and form 	Non-editable (automatically populate) Non-editable (automatically populate) Non-editable (automatically populate) Non-editable (automatically populate)	
Course Schedule <ul style="list-style-type: none"> Class Schedule 	Editable	Instructor