

COURSE SYLLABUS CHECKLIST

Adapted from the syllabus checklist available through Teaching Support Services at Wilfrid Laurier University, retrieved February 22, 2011.

Course title				
Course code (number and section)				
Course description (as it appears in course calendar)				
Year/term offered				
Pre-requisites/co-requisites/exclusions				
When permission from the instructor is required to enroll				
Location(s) (lecture, tutorial, lab, etc.)				
Time(s)				
Day(s)				
Blackboard site information or course website				

Full name and title				
Office location				
Office phone number				
Office hours <ul style="list-style-type: none"> - Are appointments necessary? - Virtual office hours? - What happens during office hours? 				
Email address <ul style="list-style-type: none"> - When will you provide students with a response? - What information will be provided via email? 				



Specific learning outcomes for students				
Instructor role(s) and responsibilities to students				
Student role(s) and learning responsibilities				

Methods of instruction				

<p>Assessment scheme (weighted value and brief description of all items to be evaluated as part of the course mark); must conform to all U of T grading practices, including:</p> <ul style="list-style-type: none"> - Students must receive 15% of their final grade before the drop date - Term work due or held during the last two weeks of any term must be worth 25% or less (combined value) of the final grade - No one test, essay, exam, etc. can be worth more than 80% of the final grade 				
Assignment due dates				
Assignment goals and expectations				
Details on submitting and returning assignments				
Exam/quiz dates (in-class and online)				
Exams described (format, length)				
Required special events				
<p>Important dates</p> <ul style="list-style-type: none"> - Last day to drop without penalty - Make-up dates - Religious holidays - Study breaks - Exam periods 				





Discussion (online and in class)		
Papers		
Quizzes/Tests/Exams		
Projects (individual or group)		
Exercises		
Collaborative activities (in-class)		