Syllabus Checklist

Course Code & Title:
Semester/Term:
Affiliate/Teaching Site/Campus:
Instructor's Name:

The following form describes elements of an ideal syllabus.

☐ **Basic Components**. Course code and title are accurate; Instructor's contact info is complete (phone and email); Office/meeting availability is provided (if applicable); Class time and location are provided.

☐ **Required Texts and/or Materials**. Accurate information is listed for all required books, software, websites, materials, etc.

☐ **Course Rationale and Description**. Concisely describes the purpose of the course in light of the school's mission statement. Paints a picture of what the course will be like (overall design, teaching methods, etc.).

☐ **Aims for Student Learning**. Describes the learning goals in terms of what the students will understand, believe, value, be able to do, etc. These aims are clear, concise, and measurable (through evaluation of students' assignments). The aims include knowledge aims ("head"), value aims ("heart"), and practical aims ("hands").

☐ **Course Requirements**. Describes what assignments will be given and how students' learning will be evaluated. Organizes assignments under categories (e.g. "reading", "papers", etc.). Assignments are designed to help students reach the Aims for Student Learning.

☐ **Summary of Course Requirements**. Lists weighted grading percentages and/or point values for each assignment group (e.g. "Weekly Homework, 20% of the course, 12 assignments @ 10 pts. each; "Final Project, 25% of the course, 100 pts.").

☐ **Course Schedule/Outline**. Includes an outline of the themes, topics, or Scripture passages to be studied in each class session. Lists which readings and assignments are due on the date of each class session.

☐ **Total Learning Time/Credits**. Total learning time is clearly at least 30 hours per credit (15 in class and 15 hours of homework). *Does not need to be listed on the syllabus.*

☐ **Recommended Resources**. Instructor has listed optional resources (books, articles, websites, etc.) for further study of the subject.

☐ **Policies and Procedures**. Includes policy information related to class attendance, late assignment, and school-wide policies such as academic honesty.

☐ **Overall Course Design.** The course schedule/outline, teaching methods, and assignments are likely to help achieve the aims for student learning, the purpose of the course, the purpose of the program of study, and the mission of the school.

☐ **Grammar, Spelling, Punctuation, and Style.** The finished syllabus is clear and understandable. The syllabus has been proofread at least twice, once for content and clarity, and a second time for spelling, grammar, and punctuation.

Notes and Comments on the Syllabus

+ = excellent
√ = ok/good
− = poor