

Pacific Union College Syllabus Check List

Instructor Resources

Fink, L. Dee. *Creating Significant Learning Experiences*. Jossey-Bass, 2003.

Weimer, Maryellen. *Learning-Centered Teaching: Five Key Changes to Practice*. Jossey-Bass, 2002.

Optional Syllabus Ideas

Add an assignment (such as a quiz question about the syllabus) to encourage students to read the syllabus.

Provide a list of things students can expect from you, such as being on time and prepared for class, keeping posted office hours, and returning graded work quickly.

Provide information and ideas regarding resources for success, such as study aids, availability of tutoring, writing labs, writing rubric, and Canvas.

Provide opportunities for student self-assessment.

The items listed on this check list are required for each Pacific Union College syllabus. A syllabus template incorporating these required elements is provided for any faculty who wish to use it. Alternatively, faculty may develop their own syllabus format, organization, and wording so long as the required elements are addressed.

Basic Information

- Course Information (Subject, Number, Title, Credits)
- Course Meeting Information (Term, Meeting Time, Days, Location)
- Instructor Information (Name, Degree)
- Instructor Contact Information (Email, Phone, Office Location & Hours)
- General Catalog Description, including Prerequisites
- Texts, Materials, and Fees

Student Learning Outcomes

- SLOs- What the student will be able to do after course completion
- For Multi-sectioned Courses: Core SLOs common to all sections*
- For GE Courses: Alignment with GE section SLOs*
- For Departmental Major Courses: Alignment with program SLOs*

Course Expectations and Policies

- Academic Policies- Link to the information or incorporate the policies
- Attendance Policy
- Late Work Policy
- Absences Caused by Short-term Suspensions Policy
- Academic Integrity Statement
- Disability Accommodations Statement

Assessment and Grades

- Methods of Assessment (Ideally will correlate with specific SLOs)
- Viewing Current Grades on Canvas
- Final Grade Information

Course Outline and Schedule

- General outline of class session topics
- Schedule for major course assignments and activities (Must be in in harmony with the "PUC Credit Hour Policy")

Publication of the Syllabus

- Syllabus has been published on Canvas for student access
- Syllabus has been provided to the Academic Administration Office

A solid syllabus says good things about you to your class. Among them, it says that you understand students, how they abhor surprises and last minute assignments, and how they appreciate a tightly organized, explicit course structure around which they can plan the next few months. It says that you respect them, as well as the subject matter of the course. Nilson, Teaching at its Best, Jossey-Bass 2010.