Course Outline (Syllabus) Checklist

Minimum Requirements [UPS 300.004]
At a minimum, course outlines shall give detailed information on the following matters:

☐ Faculty information to include office location, telephone number(s), E-mail address, and office hours

☐ Course information to include course name, course number, course objective, text(s), and learning goals

☐ Grading standards and criteria to include a statement indicating whether or not +/- grading will be used

☐ Grading policy to include examinations dates, “make up” policy (if any), required materials and equipment, penalties for academic dishonesty (group/individual), and attendance policy

☐ Class assignments to include papers (number, length, due dates, etc.), required projects (group/individual), and calendar of topics

☐ Students’ rights to accommodations for documented special needs either by providing the given links or using expressed statements (http://www.fullerton.edu/disabledservices/)

☐ Academic integrity statement (http://www.fullerton.edu/senate/documents/PDF/300/UPS300-021.pdf)

☐ Actions students should take in an emergency (http://prepare.fullerton.edu/)

Faculty members are also recommended to specify the following:

☐ Extra credit options (if any). Such options shall be available to all students on an equitable basis

☐ Instructor classroom management procedures (if any). Instructors have the authority and discretion to set policies to foster student learning in the classroom. For example, instructors may specify expectations regarding classroom participation, entering/exiting class during the class period, student seating, the use of electronic communications devices (cell phones, pagers, etc.), laptop use, or other behaviors.
Optional Elements

- Prerequisites for the course
- Space for names and telephone numbers of at least two classmates
- Date and time of final exam [Class Schedule; UPS 300.005]
- Policy regarding withdrawals [UPS 300.016 and UPS 300.018]
- Policy regarding incompletes [UPS 300.017]
- Policy regarding missed instruction due to university sponsored activity [UPS 300.019]
- Reading assignments with due dates
- Computer competencies required [UPS 320.030]

Additional Requirements Depending on the Nature and Type of Course

**General Education Courses** [UPS 411.100, 411.200, and 411.201]
General Education courses must be taken for letter grades, unless offered only as Credit/No-Credit. Grades of "C" or better are required in courses fulfilling CORE COMPETENCIES and Mathematics:
- GE A.1. Oral Communication
- GE A.2. Written Communication
- GE A.3. Critical Thinking
- GE B.4. Mathematics/Quantitative Reasoning

For courses in these areas, the syllabus must contain a statement that “A grade of “C minus” (1.7) or below will not satisfy this General Education requirement.”

In addition, the syllabus must contain:
- A statement of the specific General Education requirement(s) that the course meets
- An inclusion of the learning goals for the General Education category or categories in which the course carries credit
- An indication of the way in which the General Education writing requirement shall be met and assessed

**400-level Courses Used on Graduate Study Plans** [UPS 411.100]
Evidence that graduate students must complete at least one additional assignment beyond the requirements of undergraduate students in the same course. In their written and oral performance of the course, graduate students must demonstrate quality higher than that expected of an undergraduate.
Online Distance Learning Courses [UPS 411.104]

☐ How online participation will be assessed and graded (e.g. participation in chat sessions, frequency of Website access, postings, etc.)

☐ Whether and how the instructor will track student online activities, for example maintaining a copy/log of online discussions and chat sessions, etc.

☐ Deadlines for posting and due dates (dates and times)

☐ Office/contact hours (including how quickly the instructor will respond to email questions and online assignments; how often the instructor will be online; and alternate communication options)

☐ Safeguards as to how student work will be authenticated

☐ Appropriate online behavior ("Netiquette")

☐ Technical competencies expected or required of the students

☐ Minimum computer hardware and software specifications, and course Website access requirements

☐ Whom to contact in case of technical problems

☐ Alternative procedures for submitting work, in the event of technical problems

☐ On-campus meeting requirements, if any; and

☐ The link to the library’s policy page for online instruction students.
  http://www.library.fullerton.edu/about/guidelines/online-instruction-guidelines.php

Courses with Academic Field Trips [UPS 420.105]

☐ Make any field trip a component of the course requirements and include it in the course syllabus

☐ Inform and discuss with students the known risk associated with the field trip

☐ Collect signed Academic Field trip Waiver of Liability and Hold Harmless Agreement for each field trip participant. The student must also sign the Academic Field Trip Participant List.

☐ Carefully review and follow UPS 420.105, Guidelines for Academic Field Trips, or visit http://ehs.fullerton.edu/academicsafety/FieldTripsGuidelines.asp

Service-learning Courses [UPS 411.600]

☐ Service-learning activities must be described in the course syllabus. Course must provide structured opportunities, including writing assignments, for students to reflect on the connections between their service experiences and the course objectives.

☐ Carefully review guidelines in UPS 411.600, Policy on Service-Learning and ensure that your syllabus is in compliance.
Meeting University Expectations
Course outlines must be provided to students in writing or electronic format within the first full week of classes. [UPS 300.004]

Within the first full week of classes, the faculty member shall provide a printed copy of the course outline to the department chair. [UPS 300.004]

After distribution of course outlines to students, major assignment or course requirement changes (e.g., additional term papers or examinations) must be announced to students with a reasonable timetable for completion. [UPS 300.004]

Faculty shall not be bound to adhere to their course outlines on a strict day-to-day basis, but should follow their outlines as much as is reasonably possible. [UPS 300.004]

Course outlines shall be compatible with approved course proposals on file in the Office of Academic Programs, and with course descriptions in the University Catalog. [UPS 300.004]