

SYLLABUS CHECKLIST FOR LARGE CLASSES

Creating a comprehensive syllabus is vital especially when teaching large enrollment classes. When you have a large number of students, it could be arduous to ensure that all students are listening and taking notes of verbally conveyed instructions, policies, dates etc. So, committing every important detail about the course to paper ascertains that the information is always available to students.

Basic Information

- course title/number/section, time (days and times) and location of class
- semester and year course
- your name and office number, office location, email, phone number (if you choose to include it)
- your instructional/teaching assistants' names, office location, email, phone number (if you choose to include)
- your office hours and your instructional/teaching assistants
- your instructional/teaching assistants' office hours
- Web site address or group email address

Course Description

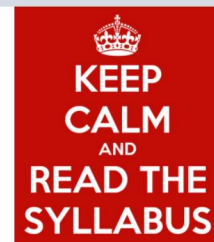
- Course Objectives: Upon successful completion of this course, students should be able to:
- Prerequisites
- Essential Learning Outcomes: Upon successful completion of your coursework at Utah Valley University you should have acquired confidence and proficiency in the following areas:

Course or Section Texts/Materials

- required or recommended (title(s), author(s), edition(s))
- where texts can be purchased
- course pack information
- other necessary equipment or materials (e.g., graphing calculator)

How This Course Works

- How to be successful in this course, how many study
- Course Schedule/Weekly Calendar
- dates of all assignments and exams
- dates when readings are due
- holidays and special events (e.g., field trips, guest lectures)
- Drop/add dates



Course Policies

- attendance/tardiness
- class participation
- late/missing work
- description of assignments, discussions, quizzes, mid-term exams, final exams, presentations, etc.
- explicit assignment submission procedures
- explicit grading procedures
- grading scale: this scale represents your percentage of total points
- Academic Integrity and Misconduct

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