

Syllabus Check List – A list of suggestions

Rowan Syllabi Policy: <https://confluence.rowan.edu/display/POLICY/Syllabus+Policy>

Basic Information

1. Your name, title, address, office/cell number, office hours, & email with expected response time
2. Course by number, section, title, number of credits, meeting days and times, room and building
3. Prerequisites
4. Required purchases
5. Technology requirements

Course Description and Learning Outcomes

6. Description of course
7. Course goals and learning outcomes
8. Format of course - Will the course be primarily lectures, discussions, group work, labs, etc.?
9. How does this course fit into the student's overall requirements?
10. What value does the course have for the student?
11. What are the benefits and practical applications for the student?
12. Why is the course arranged in this order?

Grading and Course Requirements

13. Effort and student involvement – how much time should the student expect to spend on work outside of class?
14. Grading standards, weight, and criteria for each graded component
15. Expected grading turnaround time
16. How to check grades
17. Course assignments and projects: due dates, format, level of research, length, how work is submitted, etc.
18. What is the purpose of each assignment and project?
19. What will tests evaluate? Memory? Understanding? Ability to synthesize?
20. Attendance and participation policies
21. Policy regarding late assignments, make-up exams, and extra credit
22. Policy regarding P/NP/W marks

Course Calendar

23. Topics to be covered in sequence with dates
24. Due dates for assignments, projects, exams, etc. and how they will be submitted
25. Student feedback times

Other Concerns

26. Use of electronic devices
27. How you are going to handle classes missed due to inclement weather, conferences, illness, etc.
28. Rowan Faculty who intend to require students to meet work deadlines via electronic submission, even if such deadlines fall during periods of University closure, should state this expectation explicitly in their syllabi.
29. Rowan Statement of Accommodations (strongly recommended)
"Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact me. Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The Academic Success Center can be reached at 856-256-4234. The Center is located on the 3rd floor of Savitz Hall. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals."
30. Reference and supplemental materials
31. Vocabulary/terms with or without definitions
32. Policy regarding academic honesty
(<https://confluence.rowan.edu/display/POLICY/Academic+Integrity+Policy>)
33. Statement regarding use of the Rowan Success Network powered by Starfish
"The Rowan Success Network powered by Starfish® is designed to make it easier for you to connect with the resources you need to be successful at Rowan. Throughout the term, you may receive email from the Rowan Success Network team (Starfish®) regarding your academic performance. Please pay attention to these emails and consider taking the recommended actions. In addition, utilize the RSN's scheduling tools to make appointments at your convenience for advising, tutoring and more. Additional information about RSN may be found at www.rowan.edu/rsn."

Supplemental Material to Add to Your Syllabus

34. Helpful hints on how to study, take notes, or do well in class
35. Glossary of technical terms
36. References on specific topics for more in-depth study
37. Bibliography of supplemental readings on various reading levels
38. Copies of past exams
39. Information on availability of video or audio recordings of lectures
40. List of campus resources for tutoring and academic support
41. Calendar of campus lectures, plays, events, exhibits, or other activities of relevance to your course