

## Syllabus Checklist

<http://tinyurl.com/sandtsyllabi>

### Instructor Information

- Name
- Office Location
- Office Hours
- Contact Info
- Communication

### Course Information

- Course Description
- Course Prerequisites
- Course Goals
- Course Structure
- Course Schedule
- Course Policies
  - Attendance
  - Participation
  - Classroom expectations
  - Other: pet peeves?
  - Netiquette
- Course Materials
  - Supplies
  - Textbook/ebook
  - Other: software, tools, equipment, lab kit
  - Supplemental material

### Grading Policies

- Grading Scale
- Assignments
- Late work policy
- Handing in work
- Exams

**Institutional Policies**

- Title IX
- Student Honor Code and Academic Integrity
- S&T Connect
- Classroom Egress Maps
- Disability Support Services
- LEAD Learning Assistance
- The Burns & McDonnell Student Success Center

**Other**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_