

Signature Course Syllabus Checklist*

Course Details

Have you Included This?

1. Course name, number, unique number and semester
(Unique numbers are found in the Course Schedule)
2. When and where the class meets
3. Instructor's name
4. Instructor's office location and phone number
(Instructor & TA contact information & office hours are optional for the version to be posted online by the University)
5. Instructor's office hours
6. Discussion section(s) time and place (if applicable)
7. Teaching assistant(s)/grader(s) name(s) (if applicable)
Teaching assistant(s)/grader(s) office and phone number
Teaching assistant(s)/grader(s) office hours

Course Overview and Objectives

8. Overall academic goals
9. Course overview
10. Specific topics for each class meeting
(UGS recommends that you allow yourself the flexibility to respond to the needs of students. Avoid setting a rigid schedule that would require you to deliver content faster than students can take it in.)
11. Readings and problems to be assigned

Course Requirements

12. Signature Course specific requirements including
 - a. University Gem
 - b. University Lecture Series
 - c. Oral Presentation requirement
 - d. Information Literacy component
 - e. Written assignments in first few weeks
(This is so that students can receive early feedback from you and learn during the semester how to write to your standard.)
13. Textbooks and other materials required

14. A detailed description of how course will be graded
(How many quizzes, tests, papers; weighting of each; amount of homework, whether you plan to use the +/- grading system, whether you will grade on a curve etc.)
15. Details on how homework will be handled (grading, posting, late policy, etc.).
16. Information on term papers or projects, if any

Course Policies

17. Policy statements on such things as attendance, makeup exams, observance of religious holidays, etc.
18. A list of all critical dates for administration of class including
- a. Exam dates, including final exam date
(<http://registrar.utexas.edu/students/exams>)
 - b. Major due dates for project – this is required for projects making up 20% or more of the overall course grade
 - c. Any other special dates *(field trips, special speakers, etc.)*
19. Policy on academic honesty and plagiarism
20. Location of and bibliographic data on any reading on reserve in libraries
21. The class Web site, if any, or how Blackboard and/or other forms of technology or social media may be incorporated
22. A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 471-6259

**Information based on "A Syllabus Course Production Checklist" by Teresa Sullivan with additional points based on Signature Course requirements or recommendations, as well as on recent state law.*