

Gallaudet University Syllabus Checklist

Adopted by the Faculty Senate: February 2015

The following syllabus elements are required for all courses offered by Gallaudet. Element I (General Information) should come first in the syllabus; otherwise no particular format or ordering of elements is required. This Syllabus Checklist addresses only required elements; beyond that, creativity is permitted and appreciated.

Provide syllabi to students before or during the first class. Faculty should work with OSWD, as needed, to ensure that students with disabilities have access to the syllabus.

I. General Information

_____ Course Title, Dept./Program Prefix, Number, Section

_____ Semester

_____ Number of Credits

_____ Instructor's Name

_____ Office Hours

_____ Office Location

_____ Contact Information (e.g., VP, Voice, Email)

_____ Time/Day/Location of class

_____ Catalog Description, including pre/co-requisites and course fees (Copy and paste exact language from current catalog.) If you wish to add another paragraph further describing course content after the catalog course description, feel free to do so.

_____ Course materials – textbooks and/or other materials that must be purchased, mechanism for accessing other materials (e.g., Blackboard, on reserve at library)

II. Requirements and Grading

_____ List of Major Assignments and percentage weight and/or point system used to determine final grade

_____ Grading practice: letter grade or pass/fail

_____ If using letter grades, provide the official grade-to-percentage breakdown for undergraduate or graduate courses (500 level courses, provide both breakdowns)

_____ Course schedule, including:

- Topics covered, and when
- Test dates and Final Exam date and location (if applicable)
- Due dates for assignments
- Reading, viewing, or other preparation for each week or session. Note: if providing a complete schedule at the outset is impractical, provide detailed information for the first few weeks and a summary of the general requirements (e.g., students should expect to view approximately an hour of