The Syllabus from a Student Perspective

After reading this syllabus, do I know:

_____ who the instructor is?

_____ how to contact the instructor?

    _____ via email

    _____ via phone

_____ the instructor's departmental affiliation?

    _____how to contact the instructor's department?

_____ when the instructor's office hours are scheduled?

    _____ where the instructor's office is? (Or the location at which they're holding office hours?)

    _____ what options I have if those office hours times conflict with my schedule?

_____ what days and times this class meets? (F2F/Blended only)

_____ the classroom in which the class meets? (F2F/Blended only)

_____ what class this is?

    _____ what the official catalog description for this class is?

    _____ how many credit hours this class is?

_____

_____ what the course goals are?

_____ what knowledge, skills, or understandings I will gain as a result of this course?

_____ what the primary instructional method will be?

_____ what the instructor's teaching approach or philosophy is?

_____ why this class is an important part of my college education?

_____ how this course fulfills any Core or major requirements, and if there are any minimum grade requirements associated with it? (*e.g.*, must earn at least a C, etc.)

_____

_____ what the required materials for this course are?

    _____ what all of my options are for getting those materials?

    _____ what to do if I can't afford the materials or have trouble finding them?

_____ what technological access or expertise I will need to be successful? (*e.g.,* knowledge of specific software, access to high-speed internet, a Netflix subscription)

After reading this syllabus, do I know:

_____ what the classroom policies/expectations are? (Or how those will be determined?)

_____

_____ all of the assignments I will be expected to complete for my course grade?

_____ how-**exactly**-my grade will be calculated? (Are there weighted grades? Straight percentages or points? Letter grades on a 4-point scale? Something else?)

_____ what the grading scale for the course is? (*e.g.*, 90-100%=A, etc.)

_____ how much each individual assignment or assignment category counts for my total grade?

_____ what each assignment involves? (Are the assignments clearly explained? Is there a more specific description than simply 'essay' or 'exam' or 'think piece'?)

_____ if I have the opportunity to submit work late? If so, do I know what (if anything) the penalty will be?

_____ how assignments are to be submitted? (*i.e.*, on the LMS? Brought to class? Carrier Pigeon?)

_____

_____ what the course's attendance policy is?

_____ what counts as an excused absence?

_____ how to make up missed work or material from an excused absence?

_____ what the course's policy on academic honesty is?

_____ is there a clear explanation of what constitutes a violation of this policy?

_____ how I can request assistance or accommodations if I need and/or am entitled to them?

_____

_____ what schedule the course will follow?

_____ what course content will be covered in each module/week/class session?

_____ what the due dates are for each required assignment?

_____ when the final exam/project/presentation is scheduled?

_____ what I am expected to have completed for each particular class session/week/module?

_____

Is this syllabus:

_____ clearly-arranged and professional-looking? (*i.e.*, free of typos, properly-formatted, enough line and margin spacing so text isn't crammed together? Readable font styles and sizes?)

_____ compatible with screen reader technology for visually-impaired students? (*i.e.*, employs specific styles for headings, sub-headings; contains alternate text/descriptions for images)

_____

Does this syllabus:

_____ use a positive, as opposed to negative/punitive, tone? Is it inviting?

_____ communicate that the instructor cares about the students and their success?

_____ suggest specific things students can do to maximize their chances of success?

_____ describe the students' responsibilities in the learning process?

_____ have a statement regarding how the course will be an inclusive learning environment?

_____ inform students of any sensitive or potentially disturbing information/topics/themes that will be covered by the course (if necessary?)

_____ communicate how students can get any questions answered or concerns addressed, if needed?

_____ have information regarding campus resources that can assist students? (*e.g.*, tutoring, the writing center, math lab, counseling services, disability services, multicultural office?)

_____ appear to take into account religious holidays in the schedule and (especially) due dates?

_____ list important academic dates that fall during the term? (*e.g.*, last day to drop, last day to drop with a 'W')

_____ contain the text of, or link to, any required institutional language or statements?

_____ avoid confrontational or adversarial language? (*i.e.*, USING ALL CAPS TO MAKE A POINT)

_____ contain information about meeting days/times and location that matches the official course schedule for that particular semester?

COMMENTS: