

School of Applied Sciences Syllabus Component Checklist

Department: _____ Course: _____

Course Number: _____ Instructor: _____

- A general description of the course's purpose
- The learning objectives (Must include one learning objective that specifically addresses critical thinking)
- Required reading material: Book with ISBN number or where reading material will be located
- A description of examinations and/or other student requirements – A description of what is required for each graded assignment.
- Information about the grading process and standards – Must include a list of graded course elements and their weighted value toward the overall grade. Must also include the threshold needed to obtain a specific letter grade.
- An outline of covered topics
- Attendance policy – Must define excused versus unexcused absents. Excused absences should not be used against a student in grading. Please refer to “Course Syllabi and Related Policies Memo”
- Attendance verification statement
- Class participation policy – If you intend to count class participation as part of a student's grade, participation expectations need to be outlined in the course syllabus.
- Use of electronic devices – Instructors may use the breaking of their stated policy to punish violators by lowering their grade. However, one student's violation cannot effect the grade of another student in the class. Only the violating student may be punished.
- Academic integrity statement
- Student Disabilities Statement
- Title IX Statement
- Ole Miss Creed Statement
- Student Privacy Statement
- For a 500 level course having both undergraduate and graduate enrollees, an explanation of the different requirements and learning objectives for the two levels of students.
- Last Week Policy - The University has also recently adopted a statement about the Wednesday through Friday of the week before Finals Week. According to this statement, faculty are not to give major exams (constituting more than 10% of the final grade) in undergraduate courses during these three days. This prohibition does not apply to lab courses and writing intensive courses, where term papers or major project reports are due at the end of the semester. Instead, the policy is intended to apply to cases where the last exam would be similar in nature to the final exam.

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Department Chair _____ Dean _____
Date _____ Date _____