

UNIV 100 Syllabus Checklist

General Information

- Course Specific Title/UNIV 100 – Section ##
- Instructor Name, Office Hours, and Contact Information
- Semester, Class Location, and Meeting Days/Times
- Course Description
- Required Books or Materials and Locations for Purchasing
- Peer Mentor/GA Name and Contact Information (if applicable)

Common Course Expectations

- Department/College/General Ed. Student Learning Outcomes
- Other SLOs Appropriate for the Course
- Description of Course Pedagogies or Teaching Strategies

University and Course Policies

- Course Attendance Policy
- Late Work and Make-Up Policy
- Technology Policy
- Recording Devices Policy
- Disability Services Statement
- Academic Honesty Policy
- Withdrawing from a Course

University Resources

- Counseling and Testing Center
- The Learning Center
- The Writing Center
- IT Support

Assessment and Grading

- Letter Grade Scale
- Assignment Weighting or Points
- Detailed Description of Course Assignments
- Course Calendar/Due Dates