

Syllabus Checklist

BASIC INFORMATION: INSTRUCTOR AND COURSE

- ☐ Course title, number, section
- ☐ Date (semester and year)
- ☐ Course meeting days and times, room and building
- ☐ Instructor's name and title
- ☐ Instructor's office location & office hours
- ☐ Instructor's telephone number, e-mail address, web page
- ☐ Course web page url
- ☐ Space for names and e-mail or phone numbers of two classmates (if appropriate)

COURSE GOALS & OBJECTIVES

- ☐ Course Rationale
- ☐ Learning objectives
- ☐ Prerequisites for the course
- ☐ Description of the course

INSTRUCTIONAL ACTIVITIES & MATERIALS

- ☐ Methods of instruction including expectations for online activities
- ☐ Textbooks, readings and brief description of these
- ☐ Where texts are available (campus bookstore? Copycat? library reserve? online?)
- ☐ Other required purchases (lab supplies, computer diskettes)
- ☐ Calendar of class dates, topics, readings, assignment due dates, exams dates

ASSESSMENT OF LEARNING

- ☐ Grade breakdown for the final grade
- ☐ Brief description of each major requirement
- ☐ Due dates for assignments and projects
- ☐ Grading standards and criteria
- ☐ Quiz and exam description and dates
- ☐ Place, date, and time of final exam
- ☐ Expectations for in-class participation and group work

COURSE POLICIES

- ☐ Policy regarding academic integrity/dishonesty/plagiarism*
- ☐ Policy regarding attendance
- ☐ Policy regarding late assignments & make-up exams
- ☐ Notice to students with disabilities of their right to inform the instructor immediately
- ☐ Statement regarding classroom recording

ACADEMIC INTEGRITY:

All students are expected to adhere to the standards of academic honesty. Any student engaged in cheating, plagiarism, or other acts of academic dishonesty would be subject to disciplinary action. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity <http://www.pitt.edu/~provost/ail.html>. This may include, but is not limited to the confiscation of the examination of any individual suspected of violating the University Policy.

DISABILITY SERVICES

Disability Statement - If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services (DRS), 140 William Pitt Union, (412) 648-7890, drsrecep@pitt.edu, (412)228-5347 for P3 ASL users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

STATEMENT ON CLASSROOM RECORDING

To address the issue of students recording a lecture or class session, the University's Senate Educational Policy Committee issued the recommended statement on May 4, 2010. While it is optional, the Committee recommends that faculty consider adding the statement to all course syllabi.

"To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use."