



SYLLABUS CHECKLIST

This checklist contains a variety of items you should consider including on your syllabus. Items marked with an asterisk (★) are in fact required at UGA, and so you must include them in your syllabus (as applicable). Items marked with a laptop icon are required only for online courses (courses with an E-suffix). All other items are recommended as best practices for effective teaching, with some room for choice and relevance considerations along the way. Note also that you do not need to include the items on this checklist in the order provided here, but you should pay attention to the best ways to make your syllabus clear and welcoming for your students, giving them a window into what to expect in your course. See curriculumsystems.uga.edu/curriculum/courses/syllabus/ for UGA's syllabus policy. Note that individual departments and colleges/schools also often have specific syllabus requirements, which should be readily available to you through your unit's leadership.

✓	★	Course Information
	★	Course title, course number, section number
		Semester (Fall/Spring/Summer) and academic year
		Format (face-to-face, blended, online etc...)
	📖	Whether the course will be primarily asynchronous, synchronous, or both
		Meeting times and locations
		Lab/discussion/studio times and locations (if applicable)
	★	Pre-requisites, co-requisites and cross-listings (if applicable)

✓	★	Instructor Information
	★	Full name
		Title
	★	Instructor accessibility (e.g., contact information and office hours)
	📖	Email address, telephone number, when you will be available online, & how frequently you will respond to emails from students
		Best way to communicate with you
		Email preferences and policies
		Personal professional/academic website (if applicable)

✓	★	Course Description & Details
	★	Course description (as appears on approved application in CAPA)
		Additional course description information (to engage students and capture their attention)
	★	Course-level student learning outcomes
	★	University-wide learning outcomes (for courses approved to fill a University-wide requirement)
		Program-level outcomes (department/college-level)
	★	Topical outline for the course
		Detailed schedule of activities for the course, noting official college breaks and due dates

✓	★	Course Materials
	★	Required course materials (e.g., textbooks, lab supplies, field equipment, etc.). Include ISBN of required textbooks (for accessibility purposes).
		Recommended texts and resources
		Technology and software requirements (e.g., TopHat response system, calculators, etc.)
	📖	Technology requirements and required technical competence
		Course website or eLC instructions

✓	★	Assessments & Grading
	★	List of all course assignments and requirements contributing to a student's grade
		Brief description of each graded item (to help students calibrate their expectations)
		Specification of how exams will be administered, and how students will be verified for exam purposes
	★	Grading policy, specifying how final grades will be determined with respect to weights or course points assigned to various course requirements
		Overall grading scheme
		Grading scale (e.g., A- = 90%)
		Extra credit opportunities

✓	★	Course Statements and Policies
	★	Academic Honesty – include this statement: <i>UGA Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." A Culture of Honesty, the University's policy and procedures for handling cases of suspected dishonesty, can be found at www.uga.edu/ovpi.¹</i>
	★	Academic Honesty: explanation of behavior unique to your course that could be academically dishonest, and your expectations related to academic honesty.
		Accommodations for Disabilities (e.g., <i>If you plan to request accommodations for a disability, please register with the Disability Resource Center. They can be reached by visiting Clark Howell Hall, calling 706-542-8719 (voice) or 706-542-8778 (TTY), or by visiting http://drc.uga.edu.</i>) See https://drc.uga.edu/content_page/sample-access-statements for additional examples.
	★	Attendance policy
	★	Disclaimer: <i>The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.</i>
		Diversity/Inclusion/Community statement(s)
		Expectations you have for your students and/or expectations your students can have for you and for each other
		FERPA Notice (e.g., <i>The Federal Family Educational Rights and Privacy Act (FERPA) grants students certain information privacy rights. See the registrar's explanation at reg.uga.edu/general-information/ferpa/. FERPA allows disclosure of directory information (name, address, telephone, email, date of birth, place of birth, major, activities, degrees, awards, prior schools), unless requested in a written letter to the registrar.</i>)
		Links to relevant campus resources
	★	Make-up procedures for exams and assignments
		Participation policy
		Participation Policy stating whether the course will be asynchronous, synchronous, or a combination + specific online participation requirements + weight of participation in final grade.
		Teaching philosophy or teaching approach
		Tips for success in the course
		Use of Technology in class
	★	Wellness – include the statement provided on page 3 of this document

¹ The School of Law, the College of Veterinary Medicine, and the College of Pharmacy may instead reference their own academic honesty policies.

Wellness Statement

This policy statement was added as a requirement during the Spring 2020 semester. UGA syllabi are expected to include the following statement:

Mental Health and Wellness Resources:

- If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit <https://sco.uga.edu/>. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.
- UGA has several resources for a student seeking mental health services (<https://www.uhs.uga.edu/bewelluga/bewelluga>) or crisis support (<https://www.uhs.uga.edu/info/emergencies>).
- If you need help managing stress anxiety, relationships, etc., please visit BeWellUGA (<https://www.uhs.uga.edu/bewelluga/bewelluga>) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.
- Additional resources can be accessed through the UGA App.