

## Syllabus Review Checklist

Every course syllabus must be emailed to the department secretary prior to the start of each semester.

### **Generic Required Components – can be found in the Science Handbook or Marywood Catalog**

- Course Information (Title / Name / Number / Prerequisites / Class Time & Location)
- Instructor's Information (Name / Credentials)
- Instructor's Contact Information (Office location and hours / Telephone # / MARYWOOD e-mail only)
- Course Description
- Description of how the course is tied to the mission statement.
- Student Learning Outcomes/Core competencies.
- Instructional/Teaching Approach where appropriate
- Course Requirements & Evaluation Methods will be the means by which student learning outcomes are assessed.
- Reading Requirements (Assigned or recommended texts/reserve course pack etc.)
- Brief Policy Statements: Academic Integrity and Students with Disabilities
- Course Outline/Calendar
- General Selected Bibliography and/or Internet sources
- Optional:
  - Meet current strategic goals
  - Information Literacy

### **Specific Grading Requirements**

- Grading Criteria Breakdown
- Dates of Exams & Other Assignments
- Policy for missed exams
- Penalty for late assignments
- Attendance requirement
- Writing requirements (information on writing center)
- Participation
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