

Syllabus Checklist

Yes	No	Required elements are present, detailed, and clear.
<input type="checkbox"/>	<input type="checkbox"/>	Course title and number. Includes section number if needed.
<input type="checkbox"/>	<input type="checkbox"/>	Course description, credit hours, and prerequisites.
<input type="checkbox"/>	<input type="checkbox"/>	Explanation of course delivery format: traditional, hybrid, or online.
<input type="checkbox"/>	<input type="checkbox"/>	Instructor name, title, and contact information. Includes email address and phone number.
<input type="checkbox"/>	<input type="checkbox"/>	Communication plan: preferred contact method, frequency of checking email, expected response times, office hours, and other resources such as teaching assistants.
<input type="checkbox"/>	<input type="checkbox"/>	Instructional goals and learning objectives for the course.
<input type="checkbox"/>	<input type="checkbox"/>	Textbook information with ISBN, additional readings, and other materials.
<input type="checkbox"/>	<input type="checkbox"/>	Technology requirements and UTSA's technical support information. Include Publisher's technical support information if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Grading information. Includes break down of points per assignment, letter grade structure, and grading policy details as required.
<input type="checkbox"/>	<input type="checkbox"/>	Assignments: Description of each that includes points, grading rubrics if applicable, and all relevant details.
<input type="checkbox"/>	<input type="checkbox"/>	Assessments: Description of each that includes points, grading rubrics if applicable, and all relevant details.
<input type="checkbox"/>	<input type="checkbox"/>	Information on course tools that will be used such as the discussion board, journals, blogs, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Course expectations and policies for participation, conduct, interaction, missing or late work, including roles and responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	University policies including academic dishonesty, The Roadrunner Creed, copyright, disability services and with information for campus and online resources, including The Writing Center, UTSA Library, Tutorials, Counseling Services, Supplemental Instruction, and Tutoring Services. Reference http://provost.utsa.edu/syllabus.asp
<input type="checkbox"/>	<input type="checkbox"/>	Information campus carry and gun exclusion zone, if applicable: http://www.utsa.edu/campuscarry/facultystaff.html .
<input type="checkbox"/>	<input type="checkbox"/>	Privacy and netiquette statements.
<input type="checkbox"/>	<input type="checkbox"/>	Tips and resources for success in the course.
<input type="checkbox"/>	<input type="checkbox"/>	Statement on reserving the right to make changes to the syllabus, including a timeframe for notifying students.
Comments:		

Schedule Checklist

Yes	No	Required elements are present, detailed, and clear.
<input type="checkbox"/>	<input type="checkbox"/>	The schedule is a separate document from the syllabus.
<input type="checkbox"/>	<input type="checkbox"/>	Course title and number. Includes section number if needed.
<input type="checkbox"/>	<input type="checkbox"/>	Length of course and term to be used is identified, includes the year.
<input type="checkbox"/>	<input type="checkbox"/>	Statement on reserving the right to make changes to the schedule, including a timeframe for notifying students.
<input type="checkbox"/>	<input type="checkbox"/>	Schedule includes a table of course information organized by weeks, with the following columns: 1) Topic or Module Name 2) Course Materials or Resources covered for that topic 3) List of Instructional Strategies (Assignments and Assessments) 4) Due Date and Time for each item with CT time zone
<input type="checkbox"/>	<input type="checkbox"/>	Modules are listed within the weeks they will be covered.
<input type="checkbox"/>	<input type="checkbox"/>	Assigned readings, lectures, resources are listed within the modules and weeks they will be covered.
<input type="checkbox"/>	<input type="checkbox"/>	Assignments listed with exact due dates, times, and points, including CT for the time zone.
<input type="checkbox"/>	<input type="checkbox"/>	Assessments listed with exact due dates, times, and points, including CT for the time zone.
<input type="checkbox"/>	<input type="checkbox"/>	Holidays are included in the schedule, for example Spring Break or Independence Day.
Comments:		