

PSU Curriculum Committee Course Syllabus Checklist

All PSU syllabi should minimally contain the following components:

- **Course number and title, # of credits, Semester and year**
- **Instructor name, contact information, office hours**
- **Course Description:** the formally accepted course description as printed in the catalog
- **Pre-requisites and/or co-requisites**
- **Additional Descriptors**
- **General Education (if applicable):** the catalog description of applicable General Education component
- **Student Learning Outcomes:** same for all sections of a course
- **Required readings and materials**
- **Course Outline**
- **Assignments and Activities (including the date of the final exam or final activity)**
- **OSHA Standards/Safety regulations (if applicable)**
- **Attendance Policy:** A short statement. Include the link to the policy:
<https://www.plymouth.edu/undergraduate/files/2010/11/Class-Attendance-Policy.pdf>
- **Grading:** A short statement. Include the link to the policy:
<https://www.plymouth.edu/undergraduate/files/2010/11/Fair-Grading-Policy.pdf>
- **Academic honesty/integrity policy:** A short statement. Include the link to the policy:
<https://www.plymouth.edu/undergraduate/files/2010/11/Academic-Integrity-Policy.pdf>
- **ADA Statement:** Plymouth State University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you should immediately contact the PASS Office in Lamson Library (535-2270) to determine whether you are eligible for such accommodations. Academic accommodations will only be considered for students who have registered with the PASS Office. If you have a Letter of Accommodation for this course from the PASS Office, please provide the instructor with that information privately so that you and the instructor can review those accommodations.
- **Other:** For instance, many like to add statements about what to do if there is inclement weather/closings, or personal policies about classroom etiquette, etc.