

Course Proposal: Syllabus Checklist
 Generated by the Rubric Sub-Committee of AACTAC: 04/09/2020
 Approved for use by the full AACTAC committee: 05/06/2020

Note: Areas in gray boxes are required only for online/hybrid syllabi.

Dimension		Present/ absent
Instructor	Placeholder for the following instructional components: Instructor title/name; department, office location, phone, email, and link to website	
	Response time statement	
	Assignment feedback statement	
Course description	Catalog description is included verbatim in the syllabus. (You may add additional language in the syllabus).	
	Statement of how course fits into larger program/field	
	Pre-requisites (if any) are included in the section.	
Learning outcomes	SLO's are clearly articulated and use specific action verbs to describe in measureable terms across the full scope of the course	
	Required for online only: Module outcomes are included	
Topical outline	A topical outline of the course is provided that includes weekly (or a comparable chronological organization) of topics, readings and assignments	
Grading	Evaluation methods are explicitly aligned with each SLO.	
	Overall grading scale is included.	
	Each assignment includes a description and a value toward overall grade	
	Each assignment describes an explicit form of assessment (rubric or other assessment method); if rubrics are used, include 1-2 samples	
	Required for online only: a sample of each assessment type must be included	
Materials	Required texts are listed; (optional) recommended texts are listed	
Standard requirements	Information about academic policies included	
	Attendance policy included	
	DASS policy included	
	Academic honesty policy included	
Student services	Standard statement includes: listing of service and resources available	
Online/ hybrid course proposals only	Standard statement includes technology requirements: <ul style="list-style-type: none"> • Canvas • Webcam • Privacy policies • Accessibility 	

All Courses, but especially important for Online/hybrid course proposals	(This is still in draft form—we need some kind of “high-level statement” that demonstrates how the required course hours per SACS (example: for a 3-credit course, 135 hours (calculated as 50-minutes) are required as a mix of 45 contact hours and a minimum of 90 hours of additional student activity). Ideas are welcome for how to word this.	
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