

JSU Syllabus Checklist

Contact Online@JSU if you need assistance.

Syllabus Element		Yes	No	N/A
1	Course ID and Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Term/Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Faculty Photo and Contact Information (email address, phone number, office location, and office hours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Course Description/Course Catalog Description is included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Course Credit Hour production is listed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Prerequisites and Co-requisites are listed (if any applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Communication Policy – make sure you update your communication policy to reflect department/program standards. (When and how students can contact you.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Course Delivery Method – Face to Face, Blended 1, Blended 2, or Online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Course Delivery Method Explanation – Explain how the course is delivered/taught.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Course Expectations/Requirements – Make a list of expectations and/or requirements (What you expect from the student in the course, and what the student should expect from you.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Course Calendar/Course Outline – Include due dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Required Textbooks & Materials – make a bulleted list of textbooks and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Student Learning Outcomes – make a numbered list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Program Learning Outcomes – make a numbered list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	State, National, Accreditation Organization Standards are listed (where/if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Evaluation & Grading Allocation – include a list or table listing the assignments and outlining the grading procedure (including if you are weighting grades)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Late Work Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Course Resources Reference List (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Disability & Support Services – include the DSS support statement from http://jsu.edu/faculty-commons/university-policies-for-all-syllabi-spring-2020.html	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Military-Connected Statement – include the military-connected statement from http://jsu.edu/faculty-commons/university-policies-for-all-syllabi-spring-2020.html	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Title IX Statement – include the Title IX Statement from http://jsu.edu/faculty-commons/university-policies-for-all-syllabi-spring-2020.html	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Academic Honesty Policy – include the Academic Honesty Policy from http://jsu.edu/faculty-commons/university-policies-for-all-syllabi-spring-2020.html	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Technical Requirements & Technical Support – add Technical Requirements & Technical Support or a link to them from http://jsu.edu/online/help.html	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Houston Cole Library – Each course has a link to the library in the course menu. Include any additional information you feel is necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>