

Course Syllabus Checklist
Rebecca O. Turner Faculty Commons



Course: _____

Semester: _____

Instructor: _____

Visit <https://www.jsu.edu/faculty-commons/syllabi.html> to see current syllabi guidelines.

Course Information

- ☐ Course prefix, number, section, and title
- ☐ Course meeting location
- ☐ Meeting days and times
- ☐ Semester and year
- ☐ Credit hours
- ☐ Course description (matches catalog)
- ☐ Prerequisites/Corequisites (if applicable)
- ☐ Course purpose (recommended)

Instructor Information

- ☐ Instructor name and credentials
- ☐ Office location
- ☐ Office hours
- ☐ Phone number (if applicable)
- ☐ Email address
- ☐ Instructor photo (recommended)
- ☐ Preferred method of communication
- ☐ Expected response time for emails/messages

Course Delivery Information

- ☐ Course delivery method
- ☐ Face-to-Face
- ☐ Blended
- ☐ Online Synchronous

- ☐ Online Asynchronous
- ☐ Explanation of how the course will be delivered
- ☐ Required technology, software, or equipment

Course Expectations

- ☐ Student Learning Outcomes (these may be provided to by your department)
- ☐ Program Learning Outcomes (if required)
- ☐ Accreditation or professional standards (if applicable)
- ☐ Required textbooks and instructional materials
- ☐ Course expectations
- ☐ Course calendar
- ☐ Assignment due dates
- ☐ Grading scale
- ☐ Grade weighting
- ☐ Late work policy

Departmental and University Information and Required Policies

- ☐ Attendance Verification reminder
- ☐ Attendance Policy for Department/College
- ☐ Academic Integrity / Scholars' Code
- ☐ Standardized Required University Academic Policy Statement with Link (provided on Faculty Commons *Syllabi Guide* webpage)
- ☐ FERPA Considerations (recommended)

Artificial Intelligence Statement

Select one required AI statement for the entire course and include appropriate statement language. (Note, we also recommend denoting each assignment as a Red, Yellow or Green Light assignment as well.)

- ☐  Red Light
- ☐  Yellow Light
- ☐  Green Light

(Use the approved Faculty Commons wording provided on *Syllabi Guide* Webpage.)

Canvas & Online Components

- ☐ Canvas course updated
- ☐ Canvas course published
- ☐ Welcome announcement posted
- ☐ Library resources included (if applicable)
- ☐ Online support information
- ☐ Technical support information

Accessibility Review

- ☐ PDFs are accessible
- ☐ Word documents are accessible
- ☐ PowerPoint presentations are accessible
- ☐ Images contain alternative text
- ☐ Videos are captioned
- ☐ Canvas pages meet accessibility standards
- ☐ Course materials reviewed using Digital Accessibility guidance

Helpful Additions (Recommended)

- ☐ Office hours listed
- ☐ Final Exam date/time included
- ☐ Advisement Days noted
- ☐ Important university dates
- ☐ Campus closures/holidays
- ☐ Student success resources
- ☐ Tutoring and library resources
- ☐ Instructor success tips or expectations

Final Review

Before distributing your syllabus:

- ☐ All required university statements are current.
- ☐ Department-specific requirements have been included.
- ☐ Dates and deadlines have been verified.
- ☐ Links have been tested.
- ☐ Syllabus uploaded to Canvas.
- ☐ Syllabus submitted to departmental administrative assistant.
- ☐ Students will receive the syllabus during the first week of class (preferably the first day).

Faculty Commons Reminders

- ✓ Review the Academic Calendar before the semester begins.
- ✓ Watch for Attendance Verification emails during the first week of classes.
- ✓ Check that your Canvas course is visible before students need access.
- ✓ Questions? Contact the Rebecca O. Turner Faculty Commons (5856; mmecham@jsu.edu; broberts@jsu.edu) or your department chair.

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