SYLLABUS CHECKLIST FOR NEW COURSES OR COURSE CHANGES:

In the first round of approval, the following sections of the course syllabus will be inspected for completion and accuracy. Please ensure that the following sections are complete when submitting your course proposal.

1) Course number and title are the same as on the CIM form.
2) Instructor information is complete and is for one of the faculty members noted on the CIM form.
3) Anticipated pattern of class meetings (1.5 hours twice a week, 3 one-hour meetings, etc).
4) Required texts with complete bibliographic detail.
5) Detailed course description including place in curriculum, any prerequisites, and any General Education groups that the course applies to.
6) Learning Outcomes in terms of assessable skills and grasp of concepts. This should match the information entered on the CIM form.
7) Description of workload expectations, matching the Student Engagement Inventory on the CIM form.
8) If a 400/500 level class: Differentiation of workload for the levels. Graduate students are not permitted to take a “teaching” role over undergraduates as part of the differentiation.
9) Basis for grading - weight of quizzes, exams, projects etc.
10) Grading rubric - the definition of A through F; whether it is possible to get an A+ and if so, how.
11) Weekly schedule of themes/topics with reading, assignments, problems, papers. Attempt to indicate the quantity of material, such as the number of pages to read or problems to complete.
12) Course policies and links to university policies.
13) Additional supporting material if indicated in the syllabus - appendices, etc.

CAS Curriculum Checklist: Syllabus Completion

Contact Elizabeth Milner with questions: cascc@uoregon.edu