



University of Central Florida

UCF Course Syllabus Checklist

See "Required Elements of the Course Syllabus," UCF Policy 4-403.1.

Each UCF syllabus must include the following:

- Information from official Schedule of Classes
 - Course number, section, and name
 - Semester and year
 - Prerequisites, co-requisites, and any other enrollment requirements
 - Meeting dates, times and place(s) and/or description of course modality
- Instructor and GTA contact information
 - Name(s) of instructor(s) and Graduate Teaching Assistant(s) (GTA)
 - UCF email addresses or Webcourses messaging
 - Office, department location, and phone number
 - Times and locations for in-person and/or virtual office hours
- Explicit, public description of the course
 - Information published in Undergraduate Catalog or Graduate Catalog
 - Overview of the scope and purpose of the course
- Intended student learning outcomes (SLOs)
 - are consistent with the scope and purpose of the course
 - tie as clearly as possible to course assignments and activities
 - reference or link with specific program, department, college, and/or accreditation standards
- Course calendar that includes the sequence of course activity
 - Due dates for major assignments and exams/assessments
 - Method(s) for submitting assignments
 - Date and format of final exam

*Faculty are encouraged to post at least one major course grade prior to the course withdrawal deadline.
- Assessment and grading procedures
 - Explanation of the grading scheme, weight of course assignments, projects, exams/quizzes, participation, and other components proportional to the overall grade for the class
 - Make-up exam and assignment policies and procedures, including those regarding participation in university activities and religious holidays (See UCF Policy 4.401.1 and Regulation 5.020)

*Faculty members must record all grades in Webcourses and follow standards addressed in UCF Policies 4.007.1 and 4.008.1 when distributing any grade-related information
- Course materials and resources
 - Required and optional texts and other resources

- Specific information about items such as classroom response systems, online tools, and other items that are required or recommended
 - Clear explanations of where and how students may access materials and resources provided by the university to all students
- Required core policy statements: see Faculty Center webpage for example language for these and other statements
<http://fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/statements.php>
 - Academic integrity statement including definition(s) of and consequences for academic misconduct
 - Statement directing students needing accommodations to work with faculty and with Student Accessibility services to ensure equal access to educational activities
 - Statement regarding emergency procedures and campus safety, encouraging students to be aware of their surroundings and familiar with actions to take in various types of emergencies
 - Statement regarding accommodations for active duty military students
- Syllabus for every class that appears on students' transcripts must be filed with department no later than the second week of the semester in which the course is taught.
- Syllabus must be posted within the associated Webcourse.

*Faculty members are discouraged from making substantial changes to a class syllabus after distribution and should consult with their chair or director before instituting major changes.

*For special courses, such as independent study, directed research, thesis or dissertation hours, the course instructor may elect to use a learning contract in lieu of a syllabus. See UCF Policy 4-403.1.

*See the Faculty Center webpage for additional information and syllabus resources
<http://fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/>