After reading this syllabus, do I know:

_____ who the instructor is?
_____ how to contact the instructor?
    _____ via email
    _____ via phone
_____ the instructor’s departmental affiliation?
    _____ how to contact the instructor’s department?
_____ when the instructor’s office hours are scheduled?
    _____ where the instructor’s office is? (Or the location at which they’re holding office hours?)
    _____ what options I have if those office hours times conflict with my schedule?
_____ what days and times this class meets? (F2F/Blended only)
_____ the classroom in which the class meets? (F2F/Blended only)
_____ what class this is?
    _____ what the official catalog description for this class is?
    _____ how many credit hours this class is?
____________________________________________________________________________

_____ what the course goals are?
_____ what knowledge, skills, or understandings I will gain as a result of this course?
_____ what the primary instructional method will be?
_____ what the instructor’s teaching approach or philosophy is?
_____ why this class is an important part of my college education?
_____ how this course fulfills any Core or major requirements, and if there are any minimum grade requirements associated with it? (e.g., must earn at least a C, etc.)
____________________________________________________________________________

_____ what the required materials for this course are?
    _____ what all of my options are for getting those materials?
    _____ what to do if I can’t afford the materials or have trouble finding them?
_____ what technological access or expertise I will need to be successful? (e.g., knowledge of specific software, access to high-speed internet, a Netflix subscription)
_____ what the classroom policies/expectations are? (Or how those will be determined?)
____________________________________________________________________________
____ all of the assignments I will be expected to complete for my course grade?
____ how-exactly-my grade will be calculated? (Are there weighted grades? Straight percentages or points? Letter grades on a 4-point scale? Something else?)
____ what the grading scale for the course is? (e.g., 90-100%=A, etc.)
____ how much each individual assignment or assignment category counts for my total grade?
____ what each assignment involves? (Are the assignments clearly explained? Is there a more specific description than simply ‘essay’ or ‘exam’ or ‘think piece’?)
____ if I have the opportunity to submit work late? If so, do I know what (if anything) the penalty will be?
____ how assignments are to be submitted? (i.e., on Blackboard? Brought to class? Carrier Pigeon?)
____________________________________________________________________________
____ what the course’s attendance policy is?
    ____ what counts as an excused absence?
    ____ how to make up missed work or material from an excused absence?
____ what the course’s policy on academic honesty is?
    ____ is there a clear explanation of what constitutes a violation of this policy?
    ____ how I can request assistance or accommodations if I need and/or am entitled to them?
____________________________________________________________________________
____ what schedule the course will follow?
    ____ what course content will be covered in each module/week/class session?
    ____ what the due dates are for each required assignment?
    ____ when the final exam/project/presentation is scheduled?
    ____ what I am expected to have completed for each particular class session/week/module?
____________________________________________________________________________

Is this syllabus:
____ clearly-arranged and professional-looking? (i.e., free of typos, properly-formatted, enough line and margin spacing so text isn't crammed together? Readable font styles and sizes?)
____ compatible with screen reader technology for visually-impaired students? (i.e., employs specific styles for headings, sub-headings; contains alternate text/descriptions for images)
Does this syllabus:

_____ use a positive, as opposed to negative/punitive, tone? Is it inviting?
_____ communicate that the instructor cares about the students and their success?
   _____ suggest specific things students can do to maximize their chances of success?
_____ describe the students’ responsibilities in the learning process?
_____ have a statement regarding how the course will be an inclusive learning environment?
_____ inform students of any sensitive or potentially disturbing information/topics/themes that
   will be covered by the course (if necessary?)
_____ communicate how students can get any questions answered or concerns addressed, if
   needed?
_____ have information regarding campus resources that can assist students? (e.g., tutoring,
   the writing center, math lab, counseling services, disability services, multicultural office?)
_____ appear to take into account religious holidays in the schedule and (especially) due
   dates?
_____ list important academic dates that fall during the term? (e.g., last day to drop, last day to
   drop with a ‘W’)
_____ contain the text of, or link to, any required institutional language or statements?
_____ avoid confrontational or adversarial language? (i.e., USING ALL CAPS TO MAKE A
   POINT)
_____ contain information about meeting days/times and location that matches the official
   course schedule for that particular semester?

COMMENTS: