

SAN DIEGO STATE UNIVERSITY
SYLLABUS CHECKLIST

Chairs, directors, or their designees shall review course syllabi to ensure they meet the following **basic** standards. (By a vote of the tenured faculty, schools or departments may establish adherence to syllabus guidelines as a criteria for periodic evaluation of temporary faculty, so long as this criteria is communicated to temporary faculty within 14 days of the beginning of the semester.) Additional help for creating high quality syllabi is available from the [Center for Teaching and Learning](#).

Course information	Required: Course name, number, semester and year, meeting days and times, location, mode of delivery (lecture, discussion, lab, studio, face-to-face, hybrid, online), platform <i>Suggested:</i> Co- and prerequisites, GE area, requirement for major/minor
Instructor contact information and office hours	Required: Name, office location, email address, office location, office hours <i>Suggested:</i> Inform students as to how you prefer to be addressed (“Dr.,” “Professor,” etc.), including preferred pronouns <i>Suggested:</i> Guidelines / preferences regarding contact (e.g., when and how students may contact the instructor, including appropriate expectations for email response time)
University information	Required: Land acknowledgment, essential student information
Course materials	Required: Required and optional texts, readings, course fees and/or other equipment, any technology requirements (internet, response systems, software, hardware), and description of how to obtain
Course design	Required: Description of major assignments and assessments.
Course schedule	Required: Due dates for major assignments and exams, including time and date of final exam from University finals schedule.
Grading policies	Required: Criteria for determining assignment grades and final course grade.
Student learning outcomes	Required: 5 - 8 SLOs consistent with purpose / scope of course that specify measurable, assessable knowledge, skills and abilities <i>Suggested:</i> Relevant Degree Learning Outcomes for major, accreditation-required outcomes
<i>Also recommended</i>	Academic honesty policy; information about campus services (eg., Writing or Math Centers, Counseling and Psychological Services, supplemental instruction and tutoring, Economic Crisis Response Team, etc.)
Not permitted	Direct sale of course materials by instructor; sale of materials produced expressly for the course in a form that returns royalties or profits to the instructor; fundraising or other forms of solicitation.

Office of Faculty Advancement—October 2019; reviewed by Senate Academic Policy & Planning Committee, adopted by Academic Deans Council, and approved by Provost.

Source: University Senate Policy File (2018-19), 133, 148 – 149, 161.