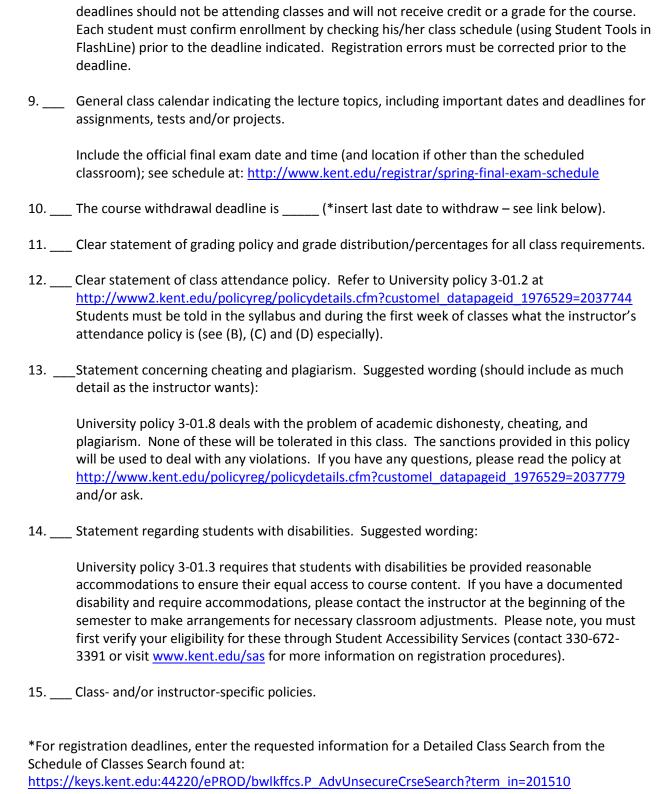
Syllabus Checklist College of Arts and Sciences Spring 2015

1	Course number with prefix, title, and section number.
2	Semester and year of this course offering.
3	Instructor name and contact information – phone number, Kent State email address (xxxx@kent.edu), when and where office hours occur.
4	Statement of course learning outcomes and expectations.
5	Statement for courses that fulfill university requirements – Kent Core, diversity, writing-intensive and the experiential learning requirement Suggested wording by URCC:
	For Kent Core courses: This course may be used to satisfy a Kent Core requirement. The Kent Core as a whole is intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers.
	For Diversity courses: This course may be used to satisfy the University Diversity requirement. Diversity courses provide opportunities for students to learn about such matters as the history, culture, values and notable achievements of people other than those of their own national origin, ethnicity, religion, sexual orientation, age, gender, physical and mental ability, and socia class. Diversity courses also provide opportunities to examine problems and issues that may arise from differences, and opportunities to learn how to deal constructively with them.
	For WIC courses: This course may be used to satisfy the Writing Intensive Course (WIC) requirement. The purpose of a writing-intensive course is to assist students in becoming effective writers within their major discipline. A WIC requires a substantial amount of writing, provides opportunities for guided revision, and focuses on writing forms and standards used in the professional life of the discipline.
	For ELR courses: This course may be used to fulfill the university's Experiential Learning Requirement (ELR) which provides students with the opportunity to initiate lifelong learning through the development and application of academic knowledge and skills in new or different settings. Experiential learning can occur through civic engagement, creative and artistic activities, practical experiences, research, and study abroad/away.
6	Required and optional textbooks and materials.
7	Course prerequisites, including a statement that students in the course who do not have the proper prerequisites risk being deregistered from the class.
8	Statement on enrollment/official registration. Suggested wording:
	The official registration deadline for this course is(*insert last date to add the course - see link below). University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published



After locating your course, click on the Registration Deadlines link on the far right side of the listing.