

Syllabus Checklist  
College of Arts and Sciences  
Fall 2019

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 requirements. 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 social 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 deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her class schedule (using Student Tools in

FlashLine) prior to the deadline indicated. Registration errors must be corrected prior to the deadline.

9. \_\_\_ General class calendar indicating the lecture topics, including important dates and deadlines for assignments, tests and/or projects.

Include the official final exam date and time (and location if other than the scheduled classroom); see schedule at: <http://www.kent.edu/registrar/fall-final-exam-schedule>

10. \_\_\_ The course withdrawal deadline is \_\_\_\_ (\*insert last date to withdraw – see link below).

11. \_\_\_ Clear statement of grading policy and grade distribution/percentages for all class requirements.

12. \_\_\_ Clear statement of class attendance policy. Refer to University policy 3-01.2 at: <http://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence>

Students must be told in the syllabus and during the first week of classes what the instructor's attendance policy is (see (B), (C) and (D) especially).

13. \_\_\_ Statement concerning cheating and plagiarism. Suggested wording (should include as much detail as the instructor wants):

University policy 3-01.8 deals with the problem of academic dishonesty, cheating, and plagiarism. None of these will be tolerated in this class. The sanctions provided in this policy will be used to deal with any violations. If you have any questions, please read the policy at <http://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism> and/or ask.

14. \_\_\_ Statement regarding students with disabilities. Suggested wording:

University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit [www.kent.edu/sas](http://www.kent.edu/sas) for more information on registration procedures).

15. The Student Survey of Instruction (SSI) is now online. Faculty Senate strongly recommends that the date(s) to complete the SSI be listed on the syllabus and time set aside in class to complete it. Please see the email from Faculty Senate for more detail.

16. \_\_\_ Class- and/or instructor-specific policies.

\*For registration deadlines, enter the requested information for a Detailed Class Search from the Schedule of Classes Search found at:

[https://keys.kent.edu:44220/ePROD/bwlkffcs.P\\_AdvUnsecureCrseSearch?term\\_in=201980](https://keys.kent.edu:44220/ePROD/bwlkffcs.P_AdvUnsecureCrseSearch?term_in=201980)

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