



SYLLABUS CHECKLIST

A detailed syllabus helps both instructors and students, communicating important information about a class. If updating from term-to-term, double-check to make sure all information is current. The checklist below follows the guidelines available at <https://www.valdosta.edu/academics/academic-affairs/syllabi.php>. Use this page for full descriptions, sample statements, and lists of resources.

For this brief checklist, some information is required (*), and other information may reflect best practice. Some colleges and departments may have additional syllabus requirements.

Instructors must upload all their syllabi each semester to the Success Portal ([directions](#)).

Y	*	Course Information
	*	Course title, number, section
		Semester (Fall/Spring/Summer and Part of term) and academic year
		Modality (face-to-face, online, hybrid, etc.)
		If online or hybrid, whether the course be primarily synchronous, asynchronous, or both
		Meeting times and location (whether a physical location or a specified online platform)
		Lab/discussion/studio times and locations (if applicable)
	*	Pre-requisites, co-requisites, and cross-listings (if applicable)

Y	*	Instructor Information
	*	Full Name
		Title
	*	Contact Information (VSU email address, office phone, office location)
	*	Office Hours Information (whether in-person or online)
		Best methods and preferred platform to communicate with you outside of office hours, including the time frame when students may expect a response as well as any possible limitations

Y	*	Course Description and Details
	*	Course Description as it appears in the VSU Catalog (http://catalog.valdosta.edu/)
		Additional course description (to engage and interest students)
	*	Learning Goals for courses in Areas A-E of the core curriculum (http://catalog.valdosta.edu/undergraduate/academic-programs/)
	*	Degree-level learning outcomes (as found in the catalog)
		Other course-specific outcomes
	*	Detailed schedule of activities for the course, noting official college breaks and due dates.
		Course format information (lectures, discussion, fieldwork, etc.)



Y	*	Course Materials
	*	Required texts, resources, and materials, stressing the importance of these materials to success in the class
		Recommended texts and resources
	*	Technology requirements
		How to access course in BlazeVIEW , GoVIEW , or other required learning platforms
		How to access course materials and required technology (Day 1, courseware, Microsoft 365, eBook, articles in Galileo DB, any external resources where the access method may not be obvious to a student)

Y	*	Assessments and Grading
	*	List of all course assessments and requirements contributing to a student's grade, including due dates for when they are expected to be completed and submitted. Could also include the expected time commitment to succeed in the class.
		Brief description of each graded item and how it contributes to the specified learning outcomes for the course (fuller descriptions could be delivered at a later date)
		Specification of how assessments will be submitted and in what format
		Specification of how exams will be administered and how students will be verified for exam purposes
	*	Class policy for make-up or late exams/assessments
	*	Grading policy specifying how final grades will be determined with respect to weights or points assigned to various course assignments
		Grading scale (e.g., A=90-100%)
		Any extra credit opportunities

Y	*	Course Statements and Policies
	*	Academic Honesty: explanation of behavior unique to your course that could be academically dishonest and your expectations/penalties related to Academic Honesty. See Academic Honesty at VSU for full policies and procedures (https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsu.php)
	*	Accommodations Statement for Students with Disabilities--use this required statement: Students with disabilities who are experiencing barriers in this course may contact the Access Office (https://www.valdosta.edu/student/disability/) for assistance in determining and implementing reasonable accommodations. The Access Office is located in University Center Room 4136 Entrance 5. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office or email: access@valdosta.edu . To request reasonable accommodations for pregnancy and childbirth, contact Ms. Myia Miller, Title IX Compliance Officer, at maburden@valdosta.edu . Please note, you will be required to provide documentation from an appropriately licensed medical professional indicating the requested accommodations are medically necessary.
	*	Attendance Policy: clearly outline absence/participation and tardiness expectations, including any penalties for absence or non-participation and tardiness as well as any procedures for missed work.



	*	Disclaimer: This course syllabus is a general plan for the course; deviations announced in class/online by the instructor may be necessary.
		Diversity/Inclusion/Community Statements
		Expectations you have for your students and/or expectation your students can have for you and each other
		Links to relevant campus resources; verify that these are current.
	*	Non-Discrimination and Title IX Statement—use this statement: Valdosta State University (VSU) upholds all applicable laws and policies regarding discrimination on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. The University prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. VSU considers sex discrimination in any form to be a serious offense. Title IX refers to all forms of sex discrimination committed against others, including but not limited to: sexual harassment, sexual assault, sexual misconduct, and sexual violence by other employees, students or third parties and gender inequity or unfair treatment based on an individual's sex/gender. The designated Title IX Coordinator for VSU is Ms. Selenseia Holmes. To view the full policy or to report an incident visit: https://www.valdosta.edu/administration/student-affairs/title-ix/
		Participation Policy
		Teaching Philosophy or Teaching Approach
		Tips for Success in the Course
		Wellness Resources; verify that these are current.