

TENN TLC Syllabus Checklist [adapted from Davis (2009) *Tools of Teaching*]

There is an accessible UT Syllabus Template (editable) for your use, which also provides guidance in these areas. A Campus Syllabus (one page) is posted as well, for your use. This provides key policies as a message from the provost. Both are posted at <http://tenntlc.utk.edu/the-syllabus/>.

Basic Information

- Name of university, semester, year*
- Course title, number, credit hours*
- Instructor, GTA names*
- Contact information (e.g., UTK email only, phone, office address, etc.)*
- Office hours*
- Instructor Web page URL, if used
- Course Web page URL, if used

Course Description

- Prerequisites, co-requisites*
- Course description (overall goal or purpose)*
- Course learning objectives (i.e., general competencies/skills/knowledge)*
- Class environment (methods of instruction; role of the student, role of the faculty member)
- How can a student be successful in this course (e.g., estimated amount of time to spend on preparation, assignments, participation in class discussion, use of supplemental teaching materials, etc.)

Materials

- Required reading (textbooks, articles, etc)*
- Supplemental reading
- Websites and links
- Other required material. Indicate if it will be supplied by the course or if student must secure it (e.g., labs equipment, art supplies, software) *
- Resources

Requirements

- Exams and quizzes (how many, what kind, dates, final exam period, etc.)*
- Assignments/problem sets/projects/reports/research papers (general info, assessment criteria, format for submitting work - online or hardcopy, steps in conducting research, milestones leading to larger project)*
- Other assignments (e.g., posting comments to discussion board)*
- If the course is a 400-level available for graduate credit, are the requirements/expectations of graduate credit clearly identified?

Policies – generally, any policy used by the instructor is to be included on the syllabus

- Grading scale and procedures (weighting, curve, grade appeals)*
- Safety procedures (if appropriate, e.g., laboratory classes) *
- Technology policy
- Policy for incompletes, withdrawals, or reference to university policy through Hilltopics (see the Campus Syllabus)
- Attendance and tardiness (must be included if used as part of grade)
- Class participation (must be included if used as part of grade)
- Missed exams/makeup exams*
- Late or Missed assignments*
- Extra credit opportunity or not available*
- Academic Integrity*
 - Include honor statement

- Consequences, examples
- Accommodation
 - Statement regarding disabilities and accommodations*

Schedule

- Tentative calendar of topics and assignments, dates for exams and due dates, special events*

Evaluation of course and feedback to faculty member

- Formative feedback mechanisms

**Required for all syllabi*

For more information and for assistance such as review of your syllabus, please contact the TennTLC at tenntlc@utk.edu