



Syllabus - Checklist

The following items are strongly recommended to be included on your syllabi. Those items with an asterisk are required by UBCO. If you have any questions/concerns about your syllabus, please check with your Unit Head or designate.

✓	Required	Section
	*	Instructor Name
	*	Office Location(s)
	*	Office Hours
	*	Email Address
	*	Phone Number
	*	Teaching Assistant (if applicable)
	*	Course Title
	*	Semester/Year
	*	Course Description or Overview
	*	Prerequisites
	*	Relationship / Contribution of this course to the program
	*	Student or Learner Outcomes / Objectives
	*	Required Text / Readings
	*	Teaching / Learning Methods
		Description of Proposed Projects / Assignments
		Technology / Material / Equipment Requirements
	*	Evaluation Criteria
	*	Grading Policy / Scale
		Specific Grading Requirement
		Grade Review
	*	Exam Scheduling Policy
		Class Attendance Policy
	*	Course Outline
	*	Statement of Academic Dishonesty
		Equity, Diversity and Inclusion (EDI) Statement
		Territorial Land Acknowledgement
		Health and Wellness Statement
		Copyright Statement
		Email Policy / Expectations
		Policies around late, missing assignments, exams