

www.winthropRiley College of Education Syllabus Checklist

The following information is provided to serve faculty as they create syllabus and Department Chairs as they review. The format and order is at the discretion of the faculty member or program.

Files must be name using the format: EDCO101_001_19F_RawlsJ.pdf

	Required Element	Element	Notes or example
	Y	Course designator, number, and title	e.g., EDUC 110, Teachers, Schools and Society
	Y	Section Number	
	Y	Credit Hours	
	Y	Semester and year	
		Day(s), time(s), and locations of meeting	May be included in schedule of topics
	Y	Instructor name	Consider including how you prefer to be addressed by student
	Y	Office location	
	Y	Office Telephone	
	Y	Winthrop email	
	Y	Office hours and location (if different from above)	If appropriate, include your policy on appointments.
		Course Description	Include the catalog description
		Expanded Description	The instructor may provide a more detailed description of the course, if desired.
		Prerequisite or Co-requisite courses	List required prerequisite and co-requisite courses.
	Y	Required and Optional Texts	List required and recommended texts.
		Course specific policies	Maybe set by department, program, or instructor
	Y	Class Attendance Policy	Discuss the policies on class attendance and how students should report attendance problems. Class participation requirements can be addressed here.
	Y	Course Goals	List the major goals of the course
	Y	Assessment of Learning Outcomes and Standards	The Learning Outcomes are measureable activities (e.g., objectives) linked to the course goals. As appropriate indicate associated standards from your professional organization that apply to each Learning Outcome. All initial preparation programs must reference the appropriate Unit Standards, while all programs should reference program SLOs when appropriate. Also providing a direct correlation between assessments/activities (e.g., test, research paper) and outcome is recommended.
		Teaching Methods	The instructor may wish to describe teaching methods used in the course; e.g., lecture, cooperative learning, small group discussions, etc.
		Reading list (required when applicable)	List required and recommended readings. Example formats include a bibliography or as references within a course schedule.
	Y	Assignments	Describe the major assignments in the class and requirements for those assignments.
	Y	Grading System	The instructor should provide details on criteria used for grading assignments and assignment of the course grade, including the plus/minus grading policy.

	Required Element	Element	Notes or example
	Y	Accessibility Statement	<p>Winthrop University is committed to providing accessible learning experiences and equal access to education for all students. The syllabus is available in alternate formats upon request.</p> <p>If you are a student with a disability (including mental health concerns, chronic or temporary medical conditions, learning disabilities, etc.) and you anticipate or experience academic barriers due to the condition, please contact The Office of Accessibility (OA) for information on accommodations, registration, and procedures. After receiving approval for accommodations through OA, please make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely manner.</p> <p>OA contact information: accessibility@winthrop.edu; 803-323-3290; Ground Floor of Bancroft Hall Annex.</p>
	Y	Final Exam Date and Time	Can be included as part of a semester schedule.
	Y	Student Academic Conduct Code	<p>Responsibility for good conduct rests with students as adult individuals. All students will abide by the Winthrop University Student Conduct Code as described in the <i>Winthrop University Graduate Catalog 2021-2022</i>, and contained in the Student Handbook (which is available online at https://www.winthrop.edu/studentconduct/winthrop-university-student-handbook.aspx) Students are reminded that the conduct code applies to electronic means of communication.</p> <p><i>Faculty may want to address plagiarism directly such as: Plagiarism will not be tolerated.</i> All assignments are to be the student's own writing with properly formatted (using APA) citations where ideas, concepts, or direct quotations from others are used.</p>
	Y	Syllabus Change Policy	<i>Suggested language:</i> This syllabus reflects expectations for the course; however, the instructor may find it necessary to make changes in the syllabus after the course begins. In such cases, students will be notified by email and in class when appropriate.
		500 Level Course Requirements Create a Second document for graduate students	The syllabus for graduate students or undergraduates requesting graduate credit must indicate the specific course requirements for graduate students that address the advanced nature of the 500 level course.
	Y	Tentative Course Calendar	<i>Suggested information includes:</i> course meeting dates, assignments, assessments, and topics.
	Y	COVID-19 Statement	<p>During this pandemic period each student is expected to act in the best interest of the WU community by behaving responsibly to limit the spread of the COVID-19 virus. All students, faculty, and staff must wear masks inside buildings and classrooms, unless alone in a private office. All members of the campus community must follow campus guidance on masking. Please do not attend class if you have fever or any signs of the COVID virus; do not attend class if your roommate or someone you have close contact with acquires the virus and be respectful of others' desire to remain COVID-free. Use the Patient Portal COVID-19 Health Tracker daily. Students who violate WU guidelines will be asked to comply. Continued failure to comply may result in referral to the Dean of Students Office as a student conduct violation. (8/18/2021 version)</p>

	Required Element	Element	Notes or example
	Y	COVID-Related Absence	<p>Students should contact Health Services regarding a positive test, close contact, or enhanced COVID-like symptoms. Any student who has either tested positive, has COVID-like symptoms, or has close contact with someone who has COVID, must contact Health Services. Students should log in to the Patient Portal to schedule a TELEPHONE TRIAGE Appointment w/ COVID as the reason and upload the positive test result if applicable. Health Services will communicate with the student on what steps to take next, and if need be, the Dean of Students Office will get absence verification for required isolation and quarantine. Students who verify their absences through the Dean of Students Office often minimize any academic impact caused by missed class time. Health Services will only provide dates of absence, not medical information. Please note, residential students who test positive should also follow their personal COVID Quarantine and Isolation Plan. (8/10/21 version no changes necessary on 8/18/21)</p>

Updated: August 2021