JSU Syllabus Checklist

Contact **Online@JSU** if you need assistance.

	Syllabus Element	Yes	No	N/A
1	**Course ID and Title**	☐	☐	☐
2	**Term/Year**	☐	☐	☐
3	**Faculty Photo and Contact Information (email address, phone number, office location, and office hours)**	☐	☐	☐
4	**Course Description/Course Catalog Description is included.**	☐	☐	☐
5	**Course Credit Hour production is listed.**	☐	☐	☐
6	**Prerequisites and Co-requisites are listed (if any applicable)**	☐	☐	☐
7	**Communication Policy – make sure you update your communication policy to reflect department/program standards. (When and how students can contact you.)**	☐	☐	☐
8	**Course Delivery Method – Face to Face, Blended 1, Blended 2, or Online**	☐	☐	☐
9	**Course Delivery Method Explanation – Explain how the course is delivered/taught.**	☐	☐	☐
10	**Course Expectations/Requirements – Make a list of expectations and/or requirements (What you expect from the student in the course, and what the student should expect from you.)**	☐	☐	☐
11	**Course Calendar/Course Outline – Include due dates**	☐	☐	☐
12	**Required Textbooks & Materials – make a bulleted list of textbooks and materials**	☐	☐	☐
13	**Student Learning Outcomes – make a numbered list.**	☐	☐	☐
14	**Program Learning Outcomes – make a numbered list.**	☐	☐	☐
15	**State, National, Accreditation Organization Standards are listed (where/if applicable)**	☐	☐	☐
16	**Evaluation & Grading Allocation – include a list or table listing the assignments and outlining the grading procedure (including if you are weighting grades)**	☐	☐	☐
17	**Late Work Policy**	☐	☐	☐
18	**Course Resources Reference List (if applicable)**	☐	☐	☐
19	**Disability & Support Services – include the DSS support statement from http://jsu.edu/faculty-commons/university-policies-for-all-syllabi-spring-2020.html**	☐	☐	☐
20	**Military-Connected Statement – include the military-connected statement from http://jsu.edu/faculty-commons/university-policies-for-all-syllabi-spring-2020.html**	☐	☐	☐
21	**Title IX Statement – include the Title IX Statement from http://jsu.edu/faculty-commons/university-policies-for-all-syllabi-spring-2020.html**	☐	☐	☐
22	**Academic Honesty Policy – include the Academic Honesty Policy from http://jsu.edu/faculty-commons/university-policies-for-all-syllabi-spring-2020.html**	☐	☐	☐
23	**Technical Requirements & Technical Support – add Technical Requirements & Technical Support or a link to them from http://jsu.edu/online/help.html**	☐	☐	☐
24	**Houston Cole Library – Each course has a link to the library in the course menu. Include any additional information you feel is necessary.**	☐	☐	☐