

**Course Syllabus Checklist**  
**College of Humanities and Social Sciences**

<b>Department</b>	
<b>Course</b>	
<b>Instructor</b>	

**BASIC INFORMATION:**

**Required:**

1	<input type="checkbox"/> Present	Course Prefix, Number, and Title
	<input type="checkbox"/> Not Present	

2	<input type="checkbox"/> Present	Class Meeting Time and Location
	<input type="checkbox"/> Not Present	

3	<input type="checkbox"/> Present	Instructor Name(s)
	<input type="checkbox"/> Not Present	

4	<input type="checkbox"/> Present	Contact Information (Office location, office telephone number, email address), preferred method of contact and office hours
	<input type="checkbox"/> Not Present	

**Optional:**

1	<input type="checkbox"/> Present	Faculty Rank/Title of Professor
	<input type="checkbox"/> Not Present	

2	<input type="checkbox"/> Present	Semester and Year Offered
	<input type="checkbox"/> Not Present	

**COURSE DETAILS:**

**Required:**

1	<input type="checkbox"/> Present	List of Required Texts, recommended texts, technology resources, and readings
	<input type="checkbox"/> Not Present	

2	<input type="checkbox"/> Present	Course Description from catalog, include names of any pre-requisite or co-requisite courses, and credit hours.
	<input type="checkbox"/> Not Present	

3	<input type="checkbox"/> Present	Course Requirements / Assignments
	<input type="checkbox"/> Not Present	

4	<input type="checkbox"/> Present	Discipline-Specific Measurable Objectives. Suggestion: Course outcomes need to be assessable, so use verifiable verbs relevant to your discipline, as for example ones from Bloom's Taxonomy.
	<input type="checkbox"/> Not Present	

5	<input type="checkbox"/> Present	Evaluation and Grading Policies are provided. Grade distribution must be included. Describe the exams and/or assignments that will be required. Describe how these will be evaluated and weighed to compute a final grade in the course. Suggestion: One major assignment, essay, or exam grade should be reported to students prior to the midterm deadline for withdrawing from the course without penalty.
	<input type="checkbox"/> Not Present	

6	<input type="checkbox"/> Present	Course Outline: Weekly schedule of topics covered in the course.
	<input type="checkbox"/> Not Present	

7	<input type="checkbox"/> Present	Instructor-established policies for the course regarding late work, missed exams, deadline extensions, accommodation of students participating in official University functions (e.g. travel for athletes, debate teams, etc.), and instructor turn-around time on student submitted materials/assessments.
	<input type="checkbox"/> Not Present	

8	<input type="checkbox"/> Present	Course Attendance policy (including new Enrollment Status Statement - Students are solely responsible for managing their enrollment status in a course; nonattendance does not constitute a withdrawal.)
	<input type="checkbox"/> Not Present	

**Optional:**

1	<input type="checkbox"/> Present	Course Communications Indicates how the instructor wants students to communicate with him/her outside of class (course management system, email, discussion board).
	<input type="checkbox"/> Not Present	

2	<input type="checkbox"/> Present	ISBN number for each textbook is provided.
	<input type="checkbox"/> Not Present	

## STUDENT RESOURCES:

### Optional:

1	<input type="checkbox"/> Present	Description of software and technology skills required.
	<input type="checkbox"/> Not Present	
2	<input type="checkbox"/> Present	Strategies for success in the course; suggested study strategies, sources for assistance available to all students that may include: The Writing Center: <a href="http://writingcenter.kennesaw.edu/">http://writingcenter.kennesaw.edu/</a> , Academic Support Services: <a href="https://uc.kennesaw.edu/academicinitiatives/index.php">https://uc.kennesaw.edu/academicinitiatives/index.php</a> Student Disability Services: <a href="https://sds.kennesaw.edu/">https://sds.kennesaw.edu/</a> ESL Study and Tutorial Center: <a href="https://uc.kennesaw.edu/academicinitiatives/esl/index.php">https://uc.kennesaw.edu/academicinitiatives/esl/index.php</a>
	<input type="checkbox"/> Not Present	
3	<input type="checkbox"/> Present	Career Services <a href="http://careers.kennesaw.edu/">http://careers.kennesaw.edu/</a>
	<input type="checkbox"/> Not Present	
4	<input type="checkbox"/> Present	Counseling and Psychological Services <a href="https://counseling.kennesaw.edu/">https://counseling.kennesaw.edu/</a>
	<input type="checkbox"/> Not Present	
5	<input type="checkbox"/> Present	Health Promotion and Wellness <a href="https://wellness.kennesaw.edu/">https://wellness.kennesaw.edu/</a>
	<input type="checkbox"/> Not Present	
6	<input type="checkbox"/> Present	Student Health Services <a href="https://studenthealth.kennesaw.edu/">https://studenthealth.kennesaw.edu/</a>
	<input type="checkbox"/> Not Present	

## CAMPUS POLICIES:

### Required:

**Note:** Faculty may comply with the university policy on required syllabus components by inserting a web link to the corresponding university-hosted page into the syllabus, but are encouraged to put the full text of the required language into their syllabi in order to promote student awareness of the following campus policies.

1	<input type="checkbox"/> Present	Academic Honesty/Integrity Statement <a href="https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php">https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php</a>
	<input type="checkbox"/> Not Present	

2	<input type="checkbox"/> Present	Confidentiality and Privacy Statement (FERPA) <a href="https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php">https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php</a>
	<input type="checkbox"/> Not Present	

3	<input type="checkbox"/> Present	University – Student Rights Statement <a href="http://catalog.kennesaw.edu/content.php?catoid=46&amp;navoid=3382">http://catalog.kennesaw.edu/content.php?catoid=46&amp;navoid=3382</a>
	<input type="checkbox"/> Not Present	

4	<input type="checkbox"/> Present	Sexual Harassment Statement <a href="https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php">https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php</a>
	<input type="checkbox"/> Not Present	

5	<input type="checkbox"/> Present	Course Accessibility Statement (ADA statement) <a href="https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php">https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php</a>
	<input type="checkbox"/> Not Present	

**Optional:**

1	<input type="checkbox"/> Present	Disruption of Campus Life Policy <a href="https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php">https://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php</a>
	<input type="checkbox"/> Not Present	