



Learning-Centred Syllabus Checklist - Undergraduate

Use this checklist to ensure that you have created a learning-centred syllabus. Not every learning-centred syllabus will contain each of these elements – but if it doesn't there should be good reasons for the omission! Of course, bylaw and policies provisions must always be included.

Basic Course Logistics

- ☐ Course number
- ☐ Course name
- ☐ Term and year
- ☐ Prerequisites; prior knowledge/skills required
- ☐ Location, day and time

Instructor Information

- ☐ Instructor name(s)
- ☐ Office location
- ☐ Office hours
- ☐ Office phone number
- ☐ Email address and snail-mailbox
- ☐ URL/website information
- ☐ Contact info for relevant GA/TAs, librarians, lab coordinators, etc.

Description, Outcomes, Methods

- ☐ Learning outcomes
- ☐ Course calendar description
- ☐ Instructor's course description for special topics courses
- ☐ Teaching methods (learning experiences) and rationale
- ☐ Teaching philosophy
- ☐ Estimated division of learning hours
- ☐ Content likely to be covered
- ☐ Course format (f2f, online, hybrid, other)

Assignments and Assessment

- ☐ Required readings
- ☐ Recommended/supplementary readings
- ☐ Schedule of readings
- ☐ Necessary materials/equipment
- ☐ Assessment methods (learning experiences) and rationale
- ☐ Assessment philosophy
- ☐ Assessment schedule and due dates
- ☐ Assessment criteria
- ☐ Assessment connection to learning outcomes
- ☐ dates for tests, handing in assignments, and all other activities (except unannounced quizzes) affecting the final course grade, and dates of the final exam period.

Policies and Expectations

- ☐ Student and instructor roles, and responsibilities and/or expectations
- ☐ Academic honesty (definition of plagiarism and use of plagiarism detection software)
- ☐ Accommodation for students with disabilities
- ☐ Attendance and punctuality (expectations. Marks cannot be awarded for attendance, with some exceptions.)
- ☐ Participation (with description)
- ☐ Missed (and make-up) assignments and exams
- ☐ Late assignments
- ☐ Submission of assignments
- ☐ Contacting the instructor(s)
- ☐ Individual/group work
- ☐ Assessment weighting
- ☐ University's grading scale
- ☐ Voluntarily withdrawal deadline
- ☐ Administering Student Evaluations of Teaching
- ☐ Recording of lectures (state if recording is not permitted)
- ☐ Caveat: information subject to change, subject to bylaw provisions

Service Information

- ☐ Academic Writing Centre
- ☐ Skills to Enhance Personal Success (STEPS)
- ☐ Information Technology Services
- ☐ Student Health Services
- ☐ Student Counseling Centre
- ☐ Advising Centre
- ☐ Student Disability Services
- ☐ Mental Health <http://www.uwindsor.ca/wellness>

Design Issues

- ☐ Wording sets desired tone
- ☐ Clear alignment of suitable and diverse methods, assessments, and outcomes
- ☐ Suitability and diversity of methods
- ☐ Multiple opportunities to demonstrate achievement
- ☐ Logical arrangement of content/topics

Checklist of information required for written undergraduate course outline/syllabus by the first day

COURSE: _____ INSTRUCTOR: _____

Policy	Item	Check or N/A
	Course Description consistent with calendar	
	Instructor Contact Information	
Collective Agreement	https://www.wufa.ca/collective-agreement	
5.25 (g)	(g) to inform in the course outline his/her students of course requirements, assignments, and evaluation methods and their timing and any other matters relating to course delivery as required by Senate bylaws and policies	
5.25 (j)	Office Hours/Student Consultation (2 hours per course; max = 5 hours total)	
Senate Bylaw 54 and related policies	www.uwindsor.ca/policies	
Bylaw 1.3	The last seven calendar days prior to, and including, the last day of classes in each period of instruction of twelve (or greater) weeks in duration must be free from any procedures for which a mark will be assigned, including the submission of assignments such as essays, term papers, and take home examinations. Courses that are presented by a specialized teaching method, where the testing procedures are an integral part of the instructional process, shall be exempt from this regulation subject to approval of the Dean of the Faculty in which the course is given. (last four calendar days for 8-11 week courses, last three calendar days for 6-7 week courses, last two calendar days for 3-5 week courses)	
Bylaw 54, 1.1, 2.1.1, 2.4 and 2.8 and Senate Policy on Grading and Calculation of Averages	<p>Procedures for determining final grade (conversion of raw scores into final grade, “curving”, types and formats of evaluation, including relative weights of midterms, assignments, labs, final exam, projects)</p> <p>Note: All courses shall have some type of non-optional, meaningful, final testing procedure (written test, oral interview, essay, take home test, etc.) during the examination period. The procedures for determining the final grade cannot be altered after the first two weeks of classes.</p> <p>No forms of assessment shall be scheduled or made due on days identified as break days such as reading weeks, holidays, or days that the University is officially closed.</p> <p>www.uwindsor.ca/policies</p>	
2.1.2, 2.3 and 2.8	<p>Due dates for tests, assignments, and all other activities which affect final grade (not including unannounced quizzes).</p> <p>Note: Dates cannot be changed after the first two weeks of classes, unless there is a compelling pedagogical or administrative reason and students must be given at least two calendar weeks notice and provided with the new dates. The procedures for determining the final grade <u>cannot</u> be altered after the first two weeks of the course. A hard copy of the final version of the course outline must be submitted to the AAU head by the end of the second week of classes. Instructors cannot alter the date of the final exam scheduled by the</p>	

	Registrar's Office. All other final exams may be scheduled only during the University's official examination period.	
2.1.3 and Senate Policy on SETs	Statement that Student Evaluation of Teaching (SET) forms will be administered within last two weeks of the course www.uwindsor.ca/policies	
2.1.4 and Senate policy on Medical Notes from Regulated Health Care Practitioners	Missed test/make-up policies which are in force in that Faculty, consistent with bylaw 54, 2.1.1, 2.19. Note: Alternate evaluation must be same format as original (consistent with course syllabus per 2.1.1) and equivalent in terms of level of difficulty. www.uwindsor.ca/policies	
2.1.5 Plagiarism Detection Software and Student Code of Conduct	Information regarding the use of plagiarism prevention software, in accordance with Senate policy Include the definition of plagiarism in Student Code of Conduct www.uwindsor.ca/policies	
2.1.6 and Senate Policy on Grading and Calculation of Averages	University's percentage marking and grading scale www.uwindsor.ca/policies	
2.1.7	Last date to voluntarily withdraw from the course	
2.1.8	Information regarding the University's mental health resources <u>Course Syllabus – Suggested Wording:</u> <i>Feeling Overwhelmed?</i> From time to time, students face obstacles that can affect academic performance. If you experience difficulties and need help, it is important to reach out to someone. For help addressing mental or physical health concerns <u>on campus</u> , contact (519) 253-3000: - Student Health Services at ext. 7002 (http://www.uwindsor.ca/studenthealthservices/) - Student Counselling Centre at ext. 4616 (http://www.uwindsor.ca/studentcounselling/) - Peer Support Centre at ext. 4551 <u>24 Hour Support is Available</u> - My Student Support Program (MySSP) is an immediate and fully confidential 24/7 mental health support that can be accessed for free through chat, online, and telephone. This service is available to all University of Windsor students and offered in over 30 languages. Call: 1-844-451-9700, visit https://keepmesafe.myissp.com/ or download the My SSP app: Apple App Store / Google Play . A full list of on- and off-campus resources is available at http://www.uwindsor.ca/wellness . Should you need to request alternative accommodation contact your instructor, head or associate dean.	

2.5	The procedures for the grading of class participation should be clearly stated specifying the procedures for the determination of the final grades. (The proportion of the final grades must be reasonable and cannot be >20% of the final grade.)	
2.6.1	No single evaluative procedure worth more than 50% of final course grade, unless an independent study, seminar, research, directed reading, capstone, or performance course. Note: With exception of DE courses, grading policies that result in a failing course grade should a certain mark level not be achieved on a final exam or other evaluative procedure are not permitted.	
2.6.4	Unannounced or “spot” quizzes worth no more than 2% individually and no more than 5% collectively; the number of spot quizzes over the semester must be announced in writing	
2.7	Opportunities for meaningful feedback (constituting a minimum of 20% of the final grade) at least 2 days prior to voluntary withdrawal date	
Policy on Recording Lectures	www.uwindsor.ca/policies Policy excerpt: “Lectures may be recorded, unless the instructor has stated in the course syllabus (hard copy or electronic) that the recording of lectures is not permitted. The recording of guest lecturer or classmate presentations or performances is not permitted without the written consent of the presenters. Students registered with Student Accessibility Services for whom recording lectures is an approved academic accommodation must be permitted to record, with the exception of discussions that would divulge personal information in the context of required course work which may not be recorded in any format. Notice should be provided by the instructor to the class when lectures may be recorded. The instructor shall not share any personal identifying information about the person(s) recording the lectures. Limits may be placed by the instructor specifying what can be recorded and in what format (e.g., audio-recording, video-recording, photo, etc.). Further, the instructor may declare, in writing, prior to a particular lecture or class session that recording is prohibited.” - The recording can only be used for the purposes of private study by the individual student for and the recording must only capture the instructor or the presenter within the classroom setting.	
Use of Digital Learning Resources for Instructional and Assessment Purposes	www.uwindsor.ca/policies All courses using digital learning resources must also include the following template in the course syllabus: “The digital resource [name] will be used in this course. It is a [required/optional] resource, which will be used for assessment purposes. The assessments that will rely on this resource constitute [xx]% of the grade for this course. This resource can be purchased from [website, bookstore, etc.]. The assignment of digital learning resources at the University of Windsor is governed by a policy entitled The Use of Digital Learning Resources for Instructional and Assessment Purposes, which can be reviewed at www.uwindsor.ca/policies . Should you have any concerns about the assignment of digital learning resources for this course, please let the Associate Dean responsible for [graduate/undergraduate] programs in your Faculty know in writing, as the University regularly reviews this policy based on campus community feedback. “	

	Instructors are encouraged to make this information available in multiple ways -- for example, through the course website, the Learning Management System, or other communications as appropriate.	
Policy on Academic Accommodations for Students with Disabilities	www.uwindsor.ca/policies and http://www.uwindsor.ca/disability/	
	Suggested Syllabus wording: "Students with disabilities who require academic accommodations in this course must contact an Advisor in Student Disability Services (SDS) to complete SDS Registration and receive the necessary Letters of Accommodation. After registering with Student Disability Services, you must present your Letter of Accommodation and discuss your needs with me as early in the term as possible. Please note that deadlines for the submission of documentation and completed forms to Student Disability Services are available on their website: /disability ".	
Faculty/Dept. Policies		
	Specific Faculty and Departmental policies and practices may exist, please confirm with your department. Eg. Faculty grading policy (re: curving), FAHSS requires course learning outcomes to be included in the syllabus)	
Suggested		
	Academic dishonesty policy/Academic Integrity (Bylaw 31) www.uwindsor.ca/policies Additional Relevant Bylaws and Policies: www.uwindsor.ca/policies	

For more information see Senate Bylaw 54: Undergraduate Academic Evaluation Procedures, Senate Bylaw 31: Academic Integrity, WUFA Contract Agreement Article 5, Senate Policies (Auditing Courses; Conduct of Exams and Tests; Grading and Calculating Averages; Medical Notes from Regulated Health Care Professionals; Recording Lectures; Student Code of Conduct; Student Evaluations of Teaching (SET) and Mandatory Administration of SET; Plagiarism Detection Software.)

Where there is any contradiction in information, please refer to the formal policy or bylaw.