Learning-Centred Syllabus Checklist

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

Policies and Expectations

Student and instructor roles, and responsibilities and/or expectations

Academic honesty (definition of plagiarism)

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

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://www1.uwindsor.ca/ctl/links-sd

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

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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	http://www1.uwindsor.ca/faculty/recruitment/system/files/FCA%202014-2017.pdf	
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 51	http://www.uwindsor.ca/secretariat/49/senate-bylaws	
1.1.3-1.1.3.3	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 give Last seven calendar days free from any graded procedures including the submission of assignments (last four calendar days for 8-week courses, last three calendar days for 6-week courses, last two calendar days for 3-week courses)	
1.1.1, 1.2.1 and 1.7/ and Senate Policy on Grading and Calculation of Averages	Procedures for determining final grade (conversion of raw scores into grades, "curving", types and formats of evaluation, including relative weights of midterms, assignments, labs, final exam, projects) **Note:** All courses shall have some type of non-optional, meaningful, final testing procedure (written test, oral interview, essay, teke home test, etc.) during the examination period. The procedures for determining the final grade cannot be altered after the first two weeks of classes. http://www.uwindsor.ca/secretariat/48/senate-policies#G	
1.2.2, 1.3 and 1.7	Due dates for tests, assignments, and all other activities which affect final grade (not including unannounced quizzes). **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 Registrar's Office. All other final exams may be scheduled only during the University's official examination period.	
1.2.3/ and Senate Policy on SETs	Statement that Student Evaluation of Teaching (SET) forms will be administered within last two weeks of the course	

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	http://www.uwindsor.ca/secretariat/48/senate-policies#S	
1.2.4/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 51, 1.2.1, 1.18. **Note:** Alternate evaluation must be same format as original (consistent with course syllabus per 1.2.1) and equivalent in terms of level of difficulty. http://www.uwindsor.ca/secretariat/48/senate-policies#M	
1.2.5/ 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 http://www.uwindsor.ca/secretariat/48/senate-policies#S	
1.2.6/ and Senate Policy on Grading and Calculation of Averages	University's standardized percentage conversion scale (percentage marking and grading scale as approved by Senate) http://www.uwindsor.ca/secretariat/48/senate-policies#G	
1.4	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.)	
1.5.1	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.	
1.5.2	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	
1.6	Opportunities for meaningful feedback (constituting a minimum of 20% of the final grade) at least 2 days prior to voluntary withdrawal date	
The Use of Digital Learning Resources for Instructional and Assessment Purposes	http://www1.uwindsor.ca/provost/sites/uwindsor.ca.provost/files/Digital Learning Resource Policy FINAL.pdf	
	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 an Assessment Purposes,which can be reviewed at [web address]. 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. "	

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	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	http://www.uwindsor.ca/secretariat/48/senate-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) http://www.uwindsor.ca/secretariat/49/senate-bylaws **Additional Relevant Policies:** http://www.uwindsor.ca/secretariat/48/senate-policies	

For more information see Senate Bylaw 51: 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; 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.

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