

## Syllabus Checklist

- Course title, number, time, days, and location
- Name and contact information of instructor(s)
- Office hours
- Prerequisites (if applicable)
- Course description
- Course learning objectives/outcomes
- Required texts, materials, and supplies
- Schedule of assignments (reading, exams, papers, presentations, etc.)
- Caveat, such as “this syllabus is subject to change; students who miss class are responsible for learning about any changes to the syllabus”
- Any additional course requirements (field trips, performances, etc.)
- Grading scale
- Attendance/participation policy
- Academic integrity statement (honor code) see <https://www.oberlin.edu/dean-of-students/student-conduct/academic-integrity/faculty>

Reminder of the official honor code pledge students must write and sign on each assignment: “I have adhered to the honor code on this assignment.”

- Disability statement

*If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see me and Disability Resources at the Center for Academic Success so that we may arrange appropriate accommodations. See <https://www.oberlin.edu/disability-resources/for-faculty/sample-statements> for more examples of disability statements for syllabi.*