**ECS Academic Council Course Syllabus Checklist**

All syllabi must comply with the [University Syllabus Policy](https://www.csus.edu/umanual/acadaff/aca-170.htm). References to approved language can be found in the University Policy. The syllabus and the following checklist must be submitted in the Form A.

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| --- | --- | --- |
| **Course syllabus information** | **Yes** | **No** |
| Does the syllabus meet university accessibility standards?  \*templates are available and recommended |  |  |
| Does the syllabus use inclusive language? |  |  |
| **Required elements** |  |  |
| Does the course description match the catalog/form A? |  |  |
| Do the expected learning outcomes match the form A? |  |  |
| Are the expected learning outcomes measurable? |  |  |
| Does the course title and number match the catalog/form A? |  |  |
| Are the units, department, and college listed? |  |  |
| Are there place holders or examples of the following:  Course instructor and CSUS contact information  Office hour times and locations (physical or virtual)  Detailed course topic and meeting schedule |  |  |
| Are the course format and description of expectations provided? |  |  |
| Is there a detailed schedule of topics? |  |  |
| Is there a list or links to required texts or instructional materials?\*  \*if materials are provided electronically this requirement can be satisfied by providing information in the syllabus regarding where links to the materials may be accessed (i.e. Canvas) |  |  |
| Are attendance policies listed, including student excused absence policy? |  |  |
| Are grading policies listed, including a table of weighted course assignments, minimum requirements to earn each letter grade, and a description of penalties or allowances for late assignments, if any. |  |  |
| Is a link to the CSUS academic honesty policy listed? |  |  |
| Are classroom expectations consistent with the hornet honor code listed? |  |  |
| Is the approved language for student services included? |  |  |
| Are policies and guidelines related to technology use in the classroom, including approved access to live web cam use listed? |  |  |
| **Recommended elements** |  |  |
| Are faculty expectations related to communication, feedback, and emergency information listed? |  |  |
| Is approved title IX language included? |  |  |
| Are links to campus policies (example: Drop and withdrawal policy, grading policy) related to student academics included? |  |  |
| Are links to campus resources (example: Academic advising, IRT, support centers and programs, reading and writing center, student rights and responsibilities, etc.) |  |  |

For additional information/helpful links visit the [ECS Academic Council Website](https://www.csus.edu/college/engineering-computer-science/internal/academic-council.html).

Links for AC Website:

[University accessibility standards](https://www.csus.edu/information-resources-technology/ati/accessibility-statement.html)

[University syllabus templates](https://www.csus.edu/information-resources-technology/ati/instructional-materials.html)

[CSU guide to inclusive language](https://www.csus.edu/information-resources-technology/ati/instructional-materials.html)

[Additional Syllabus Design Resources](https://provost.tufts.edu/celt/files/Inclusion-by-Design-Survey-Your-Syllabus-Brantmeier-Broscheid-Moore-1.pdf)

[Blooms Taxonomy](https://www.csus.edu/college/engineering-computer-science/internal/_internal/_documents/blooms-taxonomy-action-verbs.pdf)

[ASU Article Re Blooms Taxonomy](https://teachonline.asu.edu/2012/07/writing-measurable-learning-objectives/)

[CSUS Academic Honesty Policy](https://www.csus.edu/umanual/student/stu-100.htm)

[CSUS Honor Code](https://www.csus.edu/diversity-inclusion/_internal/_documents/honor-code1.pdf)

[Title IX](https://www.csus.edu/title-ix/executive-orders-complaint-forms-faq.html)

[Academic Calendar](https://catalog.csus.edu/academic-calendar/)

[Academic Policies](https://catalog.csus.edu/academic-policies/)

[Academic Advising](https://www.csus.edu/student-life/academic-advising/)

[IRT](https://www.csus.edu/student-life/academic-advising/)

[Student Services](https://www.csus.edu/experience/student-success/student-support-services/)