

## Syllabi Checklist

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

Semester: \_\_\_\_\_

Year: \_\_\_\_\_

<b>Common Syllabi Checklist</b>	
File Named Appropriately: <span style="color: red;">Course prefix+number</span> - <span style="color: blue;">semester</span> - <span style="color: green;">course delivery method</span> -course ID code- <span style="color: purple;">instructor name</span> .pdf OR <span style="color: red;">HIST101</span> - <span style="color: blue;">F17</span> - <span style="color: green;">F2F</span> -16924- <span style="color: purple;">Juhala</span> .pdf	
Template used, with minor edits for faculty preference (book pictures, meeting times/days, etc.)	
Phone numbers include (701)	
Description matches catalog	
Course Learning Outcomes or Course Outcomes Accurate	
Program Learning Outcomes or Program Outcomes Accurate	
IELOs Accurate	
Link to institutional outcomes is functional	
Assessment Methods	
Grading	
Attendance/Makeup Policy	
Course Outline	
Institutional Syllabus link is functional	
Additional information is accurate	

Syllabus received on \_\_\_/\_\_\_/\_\_\_

Reviewer: \_\_\_\_\_