Syllabus Checklist

This syllabus checklist is intended to remind you of the various required and optional items. Syllabi can vary widely in terms of the components, and your college or department may also have specific requirements or even a template you may need to use.

Use of this Document: Please note that we have attempted to create a compilation of only the most relevant information for consideration. Where possible, we have linked to the original source, which you should also review in regard to your syllabus policies. Some of these policies are quite lengthy, but they do very clearly outline what is permissible in relation to most common issues. Please use this checklist at your own risk.

It is also highly recommended that you review the University Committee on Courses and Curricula's [*Guide and Format for Curriculum Proposals*](https://www.uccc.msstate.edu/sites/www.uccc.msstate.edu/files/2020-10/2020-2021UCCCGuide.pdf) information; this is critical if you are adding or modifying a course.

# General Recommended Items:

Indicate whether or not your syllabus includes the information below.

## Basic Course Information:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| University, College or Department Name or Logo? |  |  |  |
| Course Name?  |  |  |  |
| Course Number? |  |  |  |
| Section Number? |  |  |  |
| Class Days and Times? |  |  |  |
| Catalog Course Description? |  |  |  |
| \*Method of Delivery? (Asynchronous Online, Face-to-Face, Hyflex, Hybrid, Interactive Video or Synchronous Online) |  |  |  |
| \*\*Split-level (undergraduate/graduate) Designation? If so, have you listed requirements for graduate level? |  |  |  |

\*Note: Course design can be quite different depending on the Method of Delivery so it is important to list the method accurately.

\*\*Note: A course that is split-level must abide by [*Academic Operating Policy 11.04*](https://www.policies.msstate.edu/policy/1104)

## Personal and Contact Information:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| Your Name and Title? |  |  |  |
| Office Number? |  |  |  |
| Office Hours? |  |  |  |
| Phone Number? |  |  |  |
| Email Address? |  |  |  |
| Preferred method of contact?  |  |  |  |
| How soon students may expect a response from the instructor? |  |  |  |

## Class Schedule and Due Dates:\*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| Schedule of class meetings? |  |  |  |
| Exam or assignments dates and deadlines? |  |  |  |

\* Some faculty provide very detailed schedules with various due dates for homework, exams and assignments. This can be provided on the syllabus or as a separate item. If you do provide a detailed schedule, you may wish to state that it is "subject to change" or "tentative."

## Course Materials:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| Course Textbooks? |  |  |  |
| Any other required materials or technology? |  |  |  |
| Have you indicated whether materials are required or recommended? |  |  |  |
| Any specific computer programs or hardware (webcam, microphone)? |  |  |  |

## Attendance\* and Late Work:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| How attendance is defined? |  |  |  |
| Grade value of attendance? |  |  |  |
| How excused or unexcused absences are measured? |  |  |  |
| How absences are recorded? |  |  |  |
| How late work is accepted or penalized? |  |  |  |

\*As stated in [*AOP 12.09*](https://www.policies.msstate.edu/policy/1209), “A policy should include, but is not limited to, how the instructor defines class attendance, particularly as it pertains to in-class responsibilities that go beyond the student’s mere presence in the classroom, how attendance relates to student learning outcomes, the extent of credit or penalty, how excused and unexcused absences are measured, and how all absences are recorded.”

Also in [*AOP 12.09*](https://www.policies.msstate.edu/policy/1209):

"Excused Absences Defined

These approved excused absences are not subject to instructor discretion in course attendance penalties:

•  Participation in an official university activity with authorization from an appropriate administrator sponsoring the activity (e.g., Department Head or higher). If the validity of the activity is questionable, the matter should be referred to the Office of the Provost and Executive Vice President for final resolution.

•  Death in a student’s immediate family to include a student’s parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children.

•  Participation in legal proceedings or administrative procedures that require a student’s presence.

•  Religious holy day.

•  Illness that is too severe or contagious for the student to attend class.

•  Required participation in military duties.

•  Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

An illness or injury of a student’s immediate family (to include parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in- law children) is eligible for excused absences, but is subject to the instructor’s discretion.

University or other organized events intended to provide personal enrichment or entertainment will not be considered university authorized activities as it pertains to course attendance and will not qualify as an excused absence."

# **Required Items per** [**MSU Academic Operating Policy 13.03**](https://www.policies.msstate.edu/policy/1303)

Indicate whether or not your syllabus includes the information below.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1. Does your syllabus list the learning objectives for the course? |  |  |

Note: Learning objectives should state very specifically what the students will know or be able to do to by the end of the course. They should be measurable and aligned with your assessments. Well-written learning objectives assist students in focusing their learning efforts.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 2. Does your syllabus list the assignments and exams?  |  |  |

Note: You may also want to include some information about your policy on makeup work. You may wish to consult [*AOP 12.09*](https://www.policies.msstate.edu/policy/1209) on this issue as it addresses "excused absences and grades."

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 3. Does your syllabus list the "standards of achievement and methods of evaluation (including the relative importance to be assigned to various factors)"? |  |  |

Note: You will want to include the relative importance to be assigned to various factors by providing the specific number of points or the percentage for which assignments or exams are counted. Provide the points or percentage required for each letter grade. MSU uses letter grades of A, B, C, D, and F.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 4. Does your syllabus list the date of the final examination? |  |  |

Note: You may consider linking to the location of the Registrar's [Exam Schedule](https://www.registrar.msstate.edu/students/schedules/exam-schedule/)

Also see [AOP 12.04](https://www.policies.msstate.edu/policy/1204) which states “Asynchronous distance classes will have their examination during the regular (normal five-day) examination period. Examinations must be available to distance students for at least 72 hours prior to the end of the exam period. Synchronous online classes will follow the normal exam schedule.”

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 5. Does your syllabus contain a statement that makes reference to items below?* Attendance policy for face-to-face instruction
* Continuity of Instruction
* Disability Resource Center
* Student Honor code (see [AOP 12.07 Honor Code](https://www.policies.msstate.edu/policy/1207))
* Title IX
* University Safety Statement

See below for text for these and other optional statements. |  |  |

# College or Department Requirements:

Indicate whether or not your syllabus includes the information below.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Have you included any items required by your college or department? |  |  |

# Hybrid or Online Classes:

Indicate whether or not your syllabus includes the information below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| Time zone information for online students? |  |  |  |
| Recommended Honorlock Statement\* from Ctr. for Distance Education? |  |  |  |
| How attendance or participation is defined in an online course?\*\* |  |  |  |
| Explanation of a Hybrid or HyFlex Course? |  |  |  |

\*See below for text. Honorlock is an online proctoring service.

\*\*As stated in [*AOP 12.09*](https://www.policies.msstate.edu/policy/1209) “A student will be considered to be in attendance in an online class when the student; a) participates in a course activity (e.g., discussion board); and b) is in communication with the course instructor regarding a course topic within a specified time frame. Logging into an online course without active participation does not constitute attendance. When students who are enrolled in an online course are aware of necessary absences, they should inform the instructor as soon as is possible so that other arrangements can be made.”

# Additional Optional Items:

Indicate whether or not your syllabus includes the information below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| Technology statement regarding laptops, scanning etc.? |  |  |  |
| Cell phone or laptop policy? |  |  |  |
| Student email policy? |  |  |  |
| Tips on how best to succeed in the course? |  |  |  |
| Contact hours table? |  |  |  |
| Diversity statement? |  |  |  |
| Extra credit opportunities? |  |  |  |
| Class etiquette statement? |  |  |  |
| Where to get tutoring or assistance? |  |  |  |
| Technical support contact information (www.its.msstate.edu)? |  |  |  |
| Statement regarding how the syllabus may be amended? |  |  |  |

# Final Check:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Have you had someone (preferably a colleague or peer) review your syllabus? |  |  |

# Addendum:

The following statements are provided for your use:

## Required Syllabus Statements:

### Attendance Policy for Face-to-Face Instruction

This section is a face-to-face instructional class. Please refer to  [Academic Operating Policy 12.09](https://www.policies.msstate.edu/sites/www.policies.msstate.edu/files/1209.pdf), regarding attendance expectations and accommodations.

\*please note that this statement or similar is required for any course where attendance or participation is considered part of the course’s final grade. Any alternate statement must reference Academic Operating Policy (AOP) 12.09

### Continuity of Instruction

In the event that face-to-face classes are suspended due to extenuating circumstances, such as weather, the instructor will continue instruction in a manner that best supports the course content and student engagement. In this event, all instructors will notify students of the change via their university email address (the official vehicle for communication with students). At that time, they will provide details about how instruction and communication will continue, how academic integrity will be ensured, and what students may expect during the time that face-to-face classes are suspended. If a student becomes unable to continue class participation due to extenuating circumstances, (e.g., health and safety, loss of power, etc.) the student should contact their instructor and advisor for guidance. For additional guidance, please refer to [Academic Operating Policy 12.09](https://www.policies.msstate.edu/sites/www.policies.msstate.edu/files/1209.pdf).

### Disability Resource Center

Mississippi State University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (01 Montgomery Hall) collaborates with students who have disabilities to arrange reasonable accommodations. If you have, or think you may have, a disability, please contact drc@saffairs.msstate.edu or 662-325-3335 to arrange a confidential discussion regarding equitable access and reasonable accommodations. Disabilities may include, but are not limited to, conditions related to mental health, chronic health, attention, learning, autism, brain injury, vision, hearing, mobility, speech, or intellectual disabilities. In the case of short-term disabilities (e.g., broken arm), students and instructors can often work to minimize barriers. If additional assistance is needed, please contact the Disability Resource Center.

### Student Honor Code

Mississippi State has an approved Honor Code that applies to all students. The code is as follows: “As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.” Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Student will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information, please visit: <http://honorcode.msstate.edu/policy>.

### Title IX

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex.  This means that MSU’s educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct.  If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU’s Director of Title IX/EEO Programs at 325-8124 or by e-mail to titleix@msstate.edu.  Additional resources are available at <http://students.msstate.edu/sexualmisconduct/> .

### University Safety Statement

Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your MyState portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662-325-2121, or in case emergency, call 911. For more information regarding safety and to view available training including helpful videos, visit [ready.msstate.edu](http://ready.msstate.edu)

## Optional Syllabus Statements:

### Honorlock Statement (from Center for Distance Education--Optional

Honorlock may be proctoring your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account or schedule an appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection.

To get started, you will need Google Chrome and download the [Honorlock Chrome Extension](https://static.honorlock.com/install/extension%22%20%5Ct%20%22_blank).

When you are ready to complete your assessment, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session through your webcam, microphone, and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the [support page](https://honorlock.com/support/) or within the exam itself. Some guides you should review are [Honorlock MSRs](https://honorlock.kb.help/-students-starting-exam/minimum-system-requirements/%22%20%5Ct%20%22_blank), [Student FAQ](https://honorlock.kb.help/-students-starting-exam/honorlock-student-faq/), [Honorlock Knowledge Base](https://honorlock.kb.help/%22%20%5Ct%20%22_blank), and [How to Use Honorlock](https://www.youtube.com/watch?v=wRWE-9PUquo&feature=youtu.be).Good luck!

### Mandatory Reporter Status--Optional

Faculty may choose to notify students of their mandatory reporter status via a statement in the course syllabus. OCI recommends the following language:

As the instructor for this course, I have a mandatory duty to report to the university any information I receive about possible sexual misconduct.  This includes information shared in class discussions or assignments, as well as information shared in conversations outside class.  The purpose of reporting is to allow MSU to take steps to ensure a safe learning environment for all.  The university also has confidential resources available, who can provide assistance to those who have experienced sexual misconduct without triggering a mandatory reporting duty.  More information about confidential resources is available at [www.oci.msstate.edu/focus-areas/title-ix-sexual-misconduct](http://www.oci.msstate.edu/focus-areas/title-ix-sexual-misconduct)