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| **Syllabus Checklist**  *Italicized items/sections* are REQUIRED; others are recommended  **Course number:\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  | ***Course summary information*** |
|  | *Course number (SUBJ XXX) and Course Title* |
|  | *Semester or Term, Year* |
|  | *Credit Hours* |
|  | *Department* |
|  | *Start and End Dates* |
|  | *Class Times and Locations* |
|  | *Discovery/Inquiry/Writing Intensive (if applicable)* |
|  | *Textbook and other course materials (i.e. software, case studies)*   * *Name and required OR optional* |
|  | ***Instructor summary information*** |
|  | *Name including title and rank* |
|  | *Office Location and Office phone #* |
|  | *Office Hours/Information* |
|  | *UNH Email Address and include the preferred method of contact*   * *Include an indication of usual response time* |
|  | *Teaching Assistants’ Information (Name(s) and contact information)* |
|  | **Details** |
|  | Course Overview & Description (can be from catalog) |
|  | Prerequisites   * Courses that students should have successfully completed and/or knowledge students are expected to have * If none, include a statement that says “There is no prerequisites for this course.” |
|  | *Learning Objectives (Course-specific)* |
|  | Learning Outcomes (Program level) |
|  | Required Texts or Software – full information   * Include any required texts or course materials (indicate required vs. optional) * Include links when applicable and for books include ISBN number and edition |
|  | *Course Schedule*   * *simple table of dates, assignments, and topics (note: the content should align with the expected hours of work)* |
|  | *Course Workload and Credit Hours (both policy & estimate)*   * *(Include statement on expected hours of work/credit)* See estimates below that are compliant with the policy: * 4 cr semester course: 12 hours/week * 3 cr semester course: 9 hours/week * 3 cr term course: 16 hours/week * 2 cr term course: 10 hours/week |
|  | *Grades*   * *Describe basis for student evaluation and grading in the course* * *Include description of grading procedures, description of how grades will be assigned, components of final grade, weights, grading scale* |
|  | Assignment Details   * [Abbreviated information on each assignment or project. Detailed information should be in a separate document and accessible in Canvas. Information around how you are using Grade Center and how quickly students can expect to receive feedback or grades on all assignments.] * *[If this course is a cross-listed undergraduate/graduate course, this section should clearly indicate the additional/different assignments required for those taking it for graduate credit]* |
|  | *Policy on Late Submissions, Extensions, etc.* |
|  | Class Attendance/Participation (if applicable) |
|  | Team work expectations and policies (if applicable) – guidance on how students should handle problems related to team-based assignments/how team contributions will be assessed. |
|  | Etiquette   * Comment here on any ground rules for class discussion/debate you expect to hold * Divergent opinions. |
|  | Student to Instructor Communication Expectations   * The key is to clearly communicate how and when you expect to be in touch, and what your response time is likely to be. |
|  | Technical Requirements and Technical Support   * See website listings for current recommendations and requirements related to this course -https://online.unh.edu/technical-requirements. Technical assistance related to Canvas is available at <https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=1278> . |
|  | Mental Health and Wellness   * ([Link to PACS information](https://www.unh.edu/pacs/)) |
|  | University Disability Accommodations   * [Statement on how/when to contact SAS](https://www.unh.edu/diversity-inclusion/student-accessibility/faculty-staff/implementing-accommodations) |
|  | Academic Honesty and Plagiarism   * Statement or link to Academic Honesty section in [Student rights and responsibilities.](https://catalog.unh.edu/pdf/2022-2023-student%20rights%20rules%20and%20responsibilities.pdf) |
|  | **Note: This syllabus is subject to change. Students will be promptly notified of any changes.** |