**Questrom School of Business - Undergraduate Syllabus Checklist** (v. Aug-2017)

*\* syllabi can take different formats & have different orders, but please ensure that your syllabus incorporates each of the elements below*

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| **Check/Notes?** | 1. **Administrative Details** |
|  | * + **course title, semester, year** |
|  | * + **faculty list, course coordinator** |
|  | * + **instructor name, contact info, office hours** |
|  | * + **course pre-requisites** |
|  | * + **TAs contact info/role, if appropriate** |
|  | * + **course dates/times/location & # of credits** |
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|  | 1. **Goals & Pedagogy** |
|  | * + **course description** |
|  | * + **course learning goals** (min = 3, max = 5; should be specific!) |
|  | * + course structure (e.g. modules) or pedagogy (optional) |
|  | * + **course materials** |
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|  | 1. **Course Policies** |
|  | * + **attendance policy** (including, if applicable, details about grade reduction) |
|  | * + **accommodations for students with special needs** |
|  | * + **academic integrity policy** (general statement; could also add specific academic integrity statement to each assignment below) |
|  | * + **diversity & inclusion statement** |
|  | * + **professional conduct policy (optional)** |
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|  | 1. **Course Evaluation** |
|  | * + **Please list all assignments, noting what % of the final grade each constitutes.** |
|  | * + **Please list all course deliverables & exams, noting for each** |
|  | * + - assignment description/overview |
|  | * + - academic integrity expectations |
|  | * + - for each **exam**: what is the general format? will it be cumulative? will be open-book or closed-book? what %, if any, will be multiple choice? will it be handed back to students? will old versions be posted for review? |
|  | * + - if a **project** is part of the course, will it be a Team or Individual Project? if there is a Team Project, how will teams be assigned (i.e., randomly, self-selected, or randomized via bin) |
|  | * + - for **class contributions/participation**, |
|  | * + - * please provide overview of how points are assigned |
|  | * + - * if class contributions/participation constitute 20% of grade of more, note that mid-semester scores will be posted for student review |
|  | * + - * please note how attendance (absences/latenesses) can affect class contributions/participation grade |
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|  | 1. **Daily Course Schedule** |
|  | * + **topic for each day** |
|  | * + **day-by-day list of readings & (when applicable) assignments due** |
|  | * + **day-by-day learning goals &/or class prep questions** (note:  these should not be a simple list of topics, “e.g., contracts”) but should be specific statements of what students should ask themselves or should expect to learn in class |