

# SYLLABUS CHECKLIST

*IS YOUR SYLLABUS ACCESSIBLE FOR ALL LEARNERS? FIND OUT!*

The syllabus is the keystone document of your course and sets the tone for the term. In helping your syllabus reflect accessibility principles of Universal Design, either employ the Syllabus Template, or go through this checklist and make sure that you are doing the following:

- Are you using a style sheet (also called a design theme in some versions of Microsoft Word) for your document?
- Do you include the full course information, including call number, semester, credits, prerequisites, and a date range?
- Are you providing multiple ways for your students to contact you?
- Do you explain the course's purpose and provide a description of the term's work?
- Do you provide two to three main learning goals for the course that you can connect all of your assignments back to?
- Do you indicate all required and recommended materials and textbooks (including author, publication information, edition, ISBN numbers, where to purchase, and alternate formats available)?
- Is there a description of all assignment types, how much each is worth in the grading of the course, and where students can find more information about assignments?
- Is there a course calendar that provides a schedule of events on a weekly basis, including submission protocol and clearly marked due dates that repeat how much each assignment is worth?
- Are you providing a grading section that explains how the total grade will be calculated, what the criteria for evaluation will be, and what your policy is for extenuating circumstances?
- Do you include instructions on accessing and using the required technology of the course, including the Desire to Learn system?
- Do you include the college required syllabus statements?

*Adapted from University of Colorado Boulder- Accessibility*